College of The Albemarle

1989-91 CATALOG

WHAT ARE STUDENTS?

STUDENTS are the most important people in our college.
STUDENTS are not an interruption of our work — they are the purpose of it.
STUDENTS are a necessary part of our business — they are not outsiders.
STUDENTS are not cold statistics — they are flesh-and-blood human beings, with feelings and emotions like yours and mine.
STUDENTS are people who bring us their needs — it is our privilege to fill those needs.
STUDENTS are deserving of our most courteous and attentive treatment.
STUDENTS are full partners in our effort to cultivate wisdom through knowledge.
STUDENTS are the life blood of this and every college.

June 1989

COLLEGE OF THE ALBEMARLE

Catalog 1989-1991

FOREWORD

All statements in this publication are announcements of present policies and are subject to change at any time without prior notice. College of The Albemarle reserves the right to make changes in program requirements and offerings, in regulations, and in fees. The college also reserves the right to discontinue at any time any programs or courses described in this catalog. While every effort will be made to give advance notice of any change of a program or course, such notice is not guaranteed nor required. This catalog should not be considered a contract between College of The Albemarle and any prospective student.

College of The Albemarle is committed to the principle of equal opportunity. It is the college's policy not to discriminate on the basis of race, sex, color, national origin, religion, age, or handicap with regard to its students, employees, or applicants for admission or for employment. Inquiries regarding compliance with this equal opportunity policy may be directed to the President of College of The Albemarle.

Unless otherwise indicated in a college publication, this catalog becomes effective September 1989 and remains in effect through August 1991.

MAILING ADDRESS

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Elizabeth City, North Carolina
27906-2327

Telephone: (919) 335-0821

College of The Albemarle
Dare County Center
P. O. Box 2029
Manteo, North Carolina 27954

Telephone: (919) 473-2264

1989

JANUARY

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ACADEMIC CALENDAR 1989-91

SUMMER QUARTER 1989

May 18-19	Thursday-Friday. Registration.
June 1	Thursday. Freshman and transfer student testing and orientation.
June 5	Monday. First day of classes.
June 9	Friday. Last day to register or add classes.
June 16	Friday. End of refund period.
July 3-4	Monday, Tuesday. Holiday.
July 11	Tuesday. Last day to withdraw without penalty.
August 8-11	Tuesday-Friday. Registration for fall quarter.
August 15	Tuesday. Last day of classes.
August 16-18, 21,22	Wednesday-Friday, Monday, Tuesday. Exam week.
August 22	Tuesday. Summer quarter ends.
August 24	Thursday. Commencement.

MINI-QUARTERS: SUMMER 1989

FIRST MINI-QUARTER

May 18,19	Thursday, Friday. Registration.
June 5	Monday. First day of classes.
June 6	Tuesday. Last day to register or add classes.
June 13	Tuesday. End of refund period.
June 14	Wednesday. Last day to withdraw without penalty.
June 26	Monday. Last day of classes.
June 27	Tuesday. Exams.

SECOND MINI-QUARTER

May 18,19	Thursday, Friday. Registration.
June 28	Wednesday. First day of classes.
June 29	Thursday. Last day to register or add classes.
July 3,4	Monday, Tuesday. Holiday.
July 10	Monday. End of refund period.
July 11	Tuesday. Last day to withdraw without penalty.
July 21	Friday. Last day of classes.
July 24	Monday. Exams.

THIRD MINI-QUARTER

May 18,19	Thursday, Friday. Registration.
July 25	Tuesday. First day of classes.
July 26	Wednesday. Last day to register or add classes.
August 2	Wednesday. End of refund period.
August 3	Thursday. Last day to withdraw without penalty.
August 15	Tuesday. Last day of classes.
August 16	Wednesday. Exams.
August 24	Thursday. Commencement.

FIVE-WEEK SESSIONS: SUMMER 1989

FIRST SESSION

May 18,19	Thursday, Friday. Registration.
June 5	Monday. First day of classes.
June 7	Wednesday. Last day to register or add classes.
June 14	Wednesday. End of refund period.
June 21	Wednesday. Last day to withdraw without penalty.
July 3,4	Monday,Tuesday. Holiday.
July 12	Wednesday. Last day of classes.
July 13	Thursday. Exams.

SECOND SESSION

May 18,19	Thursday, Friday. Registration.
July 14	Friday. First day of classes.
July 18	Tuesday. Last day to register or add classes.
July 25	Tuesday. End of refund period.
August 1	Tuesday. Last day to withdraw without penalty.
August 21	Monday. Last day of classes.
August 22	Tuesday. Exams.
August 24	Thursday. Commencement.

FALL QUARTER 1989

August 8-11	Tuesday-Friday. Registration.
September 5	Tuesday. Testing and orientation for new students.
September 7	Thursday. First day of classes.
September 13	Wednesday. Last day to register or add classes.
September 20	Wednesday. End of refund period.
October 11	Wednesday. Last day to withdraw without penalty.
November 8-10	Wednesday-Friday. Registration for winter quarter.
November 15	Wednesday. Last day of classes.
November 16-17 20-22	Thursday, Friday, Monday-Wednesday. Exam week.
November 22	Wednesday. Quarter ends.

WINTER QUARTER 1989-1990

November 8-10	Wednesday-Friday. Registration.
November 29	Wednesday. Testing and orientation for new students.
December 4	Monday. First day of classes.
December 8	Friday. Last day to register or add classes.
December 15	Friday. End of refund period.
December 19	Tuesday. Christmas holidays begin after last class.
January 3	Wednesday. Classes resume.
January 15	Monday. Holiday.
January 22	Monday. Last day to withdraw without penalty.
February 21-23	Wednesday-Friday. Registration for spring quarter.
February 26	Monday. Last day of classes.
February 27-28 March 1,2,5	Tuesday-Friday, Monday. Exam week.
March 5	Monday. Quarter ends.

SPRING QUARTER 1990

February 21-23	Wednesday-Friday. Registration.
March 6	Tuesday. Testing and orientation for new students.
March 9	Friday. First day of classes.
March 15	Thursday. Last day to register or add classes.
March 22	Thursday. End of refund period.
April 12	Thursday. Easter break begins after last class. Last day to withdraw without penalty.
April 18	Wednesday. Classes resume.
May 17-18	Thursday-Friday. Registration for all summer classes.
May 22	Tuesday. Last day of classes.
May 23-25 28-29	Wednesday-Friday, Monday, Tuesday. Exam week.
May 29	Tuesday. Quarter ends.
May 31	Thursday. Commencement.

SUMMER QUARTER 1990

May 17-18	Thursday-Friday. Registration.
June 4	Monday. Testing and orientation for new students.
June 6	Wednesday. First day of classes.
June 12	Tuesday. Last day to register or add classes.
June 19	Tuesday. End of refund period.
July 4	Wednesday. Holiday.
July 11	Wednesday. Last day to withdraw without penalty.
August 7-10	Tuesday-Friday. Registration for fall quarter.
August 15	Wednesday. Last day of classes.
August 16,17 20-22	Thursday, Friday, Monday-Wednesday. Exam week.
August 22	Wednesday. Quarter ends.
August 24	Friday. Commencement.

MINI-QUARTERS: SUMMER 1990

FIRST MINI-QUARTER

May 17-18	Thursday-Friday. Registration.
June 6	Wednesday. First day of classes.
June 7	Thursday. Last day to register or add classes.
June 14	Thursday. End of refund period.
June 15	Friday. Last day to withdraw without penalty.
June 27	Wednesday. Last day of classes.
June 28	Thursday. Exams.

SECOND MINI-QUARTER

May 17-18	Thursday-Friday. Registration.
June 29	Friday. First day of classes.
July 2	Monday. Last day to register or add classes.
July 4	Wednesday. Holiday.
July 9	Monday. End of refund period.
July 10	Tuesday. Last day to withdraw without penalty.
July 23	Monday. Last day of classes.
July 24	Tuesday. Exams.

THIRD MINI-QUARTER

May 17-18	Thursday-Friday. Registration.
July 25	Wednesday. First day of classes.
July 26	Thursday. Last day to register or add classes.
August 2	Thursday. End of refund period.
August 3	Friday. Last day to withdraw without penalty.
August 15	Wednesday. Last day of classes.
August 16	Thursday. Exams.
August 24	Friday. Commencement.

FIVE-WEEK SESSIONS: SUMMER 1990

FIRST SESSION

May 17-18	Thursday-Friday. Registration.
June 6	Wednesday. First day of classes.
June 8	Friday. Last day to register or add classes.

June 15 Friday. End of refund period.
June 22 Friday. Last day to withdraw without penalty.
July 4 Wednesday. Holiday.
July 12 Thursday. Last day of classes.
July 13 Friday. Exams.

SECOND SESSION

May 17-18 Thursday-Friday. Registration.
July 16 Monday. First day of classes.
July 18 Wednesday. Last day to register or add classes.
July 25 Wednesday. End of refund period.
August 1 Wednesday. Last day to withdraw without penalty.
August 20 Monday. Last day of classes.
August 21 Tuesday. Exams.
August 24 Friday. Commencement.

FALL QUARTER 1990

August 7-10 Tuesday-Friday. Registration.
September 4 Tuesday. Testing and orientation for new students.
September 6 Thursday. First day of classes.
September 12 Wednesday. Last day to register or add classes.
September 19 Wednesday. End of refund period.
October 10 Wednesday. Last day to withdraw without penalty.
November 7-9 Wednesday-Friday. Registration for winter quarter.
November 14 Wednesday. Last day of classes.
November 15-16 Thursday, Friday, Monday-
19-21 Wednesday. Exam week.
November 21 Wednesday. Quarter ends.

WINTER QUARTER 1990-91

November 7-9 Wednesday-Friday. Registration.
November 28 Wednesday. Testing/orientation for new students.
December 3 Monday. First day of classes.
December 7 Friday. Last day to register or add classes.
December 14 Friday. End of refund period.
December 18 Tuesday. Christmas holidays begin after last class.
January 2 Wednesday. Classes resume.
January 18 Friday. Last day to withdraw without penalty.
January 21 Monday. Holiday.
February 20-22 Wednesday-Friday. Registration for spring quarter.
February 25 Monday. Last day of classes.
February 26-28 Tuesday-Friday,
March 1,4 Monday. Exam week.
March 4 Monday. Quarter ends.

SPRING QUARTER 1991

February 20-22 Wednesday-Friday. Registration.
March 5 Tuesday. Testing and orientation for new students.
March 8 Friday. First day of classes.
March 14 Thursday. Last day to register or add classes.
March 21 Thursday. End of refund period.
March 28 Thursday. Easter break begins after last class.
April 3 Wednesday. Classes resume.
April 16 Tuesday. Last day to withdraw without penalty.
May 16-17 Thursday-Friday. Registration for all summer classes.
May 21 Tuesday. Last day of classes.
May 22-24, Wednesday-Friday, Monday,
27,28 Tuesday. Exam week.
May 28 Tuesday. Quarter ends.
May 31 Friday. Commencement.

SUMMER QUARTER 1991

May 16-17 Thursday-Friday. Registration.
June 4 Tuesday. Testing and orientation for new students.
June 6 Thursday. First day of classes.
June 12 Wednesday. Last day to register or add classes.
June 19 Wednesday. End of refund period.
July 4 Thursday. Holiday.
July 11 Thursday. Last day to withdraw without penalty.
August 6-9 Tuesday-Friday. Registration for fall quarter.
August 15 Thursday. Last day of classes.
August 16, Friday, Monday-Thursday.
19-22 Exam week.
August 22 Thursday. Summer quarter ends.
August 23 Friday. Commencement.

MINI-QUARTERS: SUMMER 1991

FIRST MINI-QUARTER

May 16-17 Thursday-Friday. Registration.
June 6 Thursday. First day of classes.
June 7 Friday. Last day to register or add classes.

June 14	Friday. End of refund period.
June 17	Monday. Last day to withdraw without penalty.
June 27	Thursday. Last day of classes.
June 28	Friday. Exams.

SECOND MINI-QUARTER

May 16-17	Thursday-Friday. Registration.
July 1	Monday. First day of classes.
July 2	Tuesday. Last day to register or add classes.
July 4	Thursday. Holiday.
July 10	Wednesday. End of refund period.
July 11	Thursday. Last day to withdraw without penalty.
July 23	Tuesday. Last day of classes.
July 24	Wednesday. Exams.

THIRD MINI-QUARTER

May 16-17	Thursday-Friday. Registration.
July 25	Thursday. First day of classes.
July 26	Friday. Last day to register or add classes.
August 2	Friday. End of refund period.
August 5	Monday. Last day to withdraw without penalty.
August 15	Thursday. Last day of classes.
August 16	Friday. Exams.

FIVE-WEEK SESSIONS: SUMMER 1991

FIRST SESSION

May 16-17	Thursday-Friday. Registration.
June 6	Thursday. Classes begin.
June 10	Monday. Last day to register or add classes.
June 17	Monday. End of refund period.
June 24	Monday. Last day to withdraw without penalty.
July 4	Thursday. Holiday.
July 12	Friday. Last day of classes.
July 15	Monday. Exams.

SECOND SESSION

May 16-17	Thursday-Friday. Registration.
July 16	Tuesday. Classes begin.
July 18	Thursday. Last day to register or add classes.
July 25	Thursday. End of refund period.
August 1	Thursday. Last day to withdraw without penalty.
August 20	Tuesday. Last day of classes.
August 21	Wednesday. Exams.

BOARD OF TRUSTEES

Ray S. Jones, Jr., Chairman
Robert G. Williams, Vice-Chairman
J. Parker Chesson, Jr., Secretary

GOVERNOR'S APPOINTEES

	Term Expires
J. Wilson Jones, Jr.	6/30/89
Ray S. Jones, Jr.	6/30/89
Wallace E. Nelson	6/30/91
Andrew H. Williams	6/30/91

PASQUOTANK COUNTY COMMISSIONERS' APPOINTEES

Robert D. Aldridge	6/30/89
Joseph L. Lamb, Jr.	6/30/89
W. C. "Bill" Owens, Jr.	6/30/91
Selby Scott	6/30/91

ELIZABETH CITY-PASQUOTANK COUNTY BOARD OF EDUCATION'S APPOINTEES

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Nancy M. Ferebee	6/30/89
Lillian B. Sugg	6/30/91
Gerald F. White	6/30/89

DARE COUNTY BOARD OF COMMISSIONERS' APPOINTEES

Louise Dollard	6/30/89
Robert G. Williams	6/30/91

The Student Senate President serves as an ex officio member of the Board of Trustees.

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COLLEGE OF THE ALBEMARLE FOUNDATION BOARD OF DIRECTORS

The College of The Albemarle Foundation was formed in 1980 to strengthen and further the offerings of the college through the provision of funds for facilities, equipment, special activities, and scholarships. This non-profit organization is governed by a board of directors, members of which are appointed by the college Board of Trustees. College administrators provide staff assistance for the foundation.

Winifred J. Wood, President
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Director, Management Information System ..... Sharon L. Mudge
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Director, Support Services/ Bookstore Mgr. ..... Deborah R. Holland
Instructional
Assistant Director, Learning Lab ..... Grace W. Gray
Associate Dean, College Transfer Education ..... L. Clate Aydlett
Associate Dean, Occupational Education ..... P. Eugene Talkington
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Coordinator, Program Review ..... Phyllis N. Haskett
Director, ABLE Program .....
Director/Counselor, Bridges Program ..... Lynne M. Bunch
Director, Business and Industry Services ..... Lucy S. Gordon
Director, Community Services Education ..... Douglas M. Sawyer
Director, Evening Program ..... William R. Sterritt
Director, Learning Lab ..... Martha L. Newbold
Director, Literacy Education ..... Mary F. Partin
Director, Learning Resources Center ..... C. Donald Lee
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Assistant Dean, Counseling & Placement ..... Raphael G. Scaffa
Assistant Dean, Student Financial Aid ..... O. Lloyd Armstrong
Counselor, Student Support Services ..... Lynn Hurdle-Winslow
Director of Student Support Services ..... Andrea R. Williams
Registrar ..... Mary Louise Brown
Tutor Coordinator, Student Support Services ..... Jean S. George

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DEPARTMENT CHAIRPERSONS

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Cooperative Education ..... Debra S. Williams
Drafting and Design ..... Robert L. Ford
Electronics ..... David T. Hodges
Fine Arts ..... Leland L.C. Chou
Health and Physical Education ..... M. Kay Patterson
Mathematics and Natural Sciences ..... L. Clate Aydlett
Modern Languages ..... Patsy O. Sanders
Nursing ..... Wilma W. Harris
Social Sciences ..... Ronald R. Riccardo
Vocational Trades ..... Stanley E. Nixon

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Accounts Payable Clerk ..... Rita Layden
Admissions Secretary ..... Lisa W. Hunter
Bridges Program Secretary ..... Denise B. Aydlett
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Dare County Center Secretary ..... Mary V. Hunter
Dean of Instruction Secretary ..... Janice P. Bryant
Dean of Student Development Secretary ..... Rita O. Jennings
Development and Planning Secretary. Wendy C. Wooten
Learning Resources Secretary ..... Diane M. Sawyer

President Secretary..... Sandra Strickland
Secretary/Faculty Assistant..... Glenda W. Crane
Secretary/Faculty Assistant..... Nancy P. Farmer
Small Business Center Secretary ..... Diane W. Leverette
Student Support Services Secretary..... Carrie P. Jones
Telephone Operator/Receptionist..... Mildred G. Banks

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Financial Aid Assistant ..... Angela Godfrey-Dawson
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Library Technical Assistant ..... Lynn E. Needham
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Luberta Chapman
James W. Hall
Yosiah Lord
Carlton McDonald
Fred Ring
William Sears
Lance Taylor
Gladys Whitehurst

FACULTY AND STAFF

Adams, Bobby..... Chemistry and Physics
B.S., Longwood College; M.S., West Virginia University

Alexander, Karen..... Director of Accounting
B.S., Norfolk State University

Alexander, Miriam S..... Technical/Vocational Utility Instructor
B.S., East Carolina University

Anderson, Jimmy R..... Business
A.A.S., College of The Albemarle; B.S., Atlantic Christian College; M.A.Ed., East Carolina University

Armstrong, O. Lloyd..... Assistant Dean, Student Financial Aid
A.A., Allan Hancock; B.S., M.S.E., Southern Illinois University

Aydlett, Julian E., Jr. ..... Mathematics
A.B., Univ. of North Carolina at Chapel Hill; M.A., East Carolina University

Aydlett, L. Clate ..... Associate Dean, College Transfer Ed.
B.A. Duke University; M.A., East Carolina University

Beloat, Hollis..... Sociology
B.A., M.A., Western Kentucky University

Bridges, James T..... English
B.S., M.A., Appalachian State University

Brown, Mary Louise..... Registrar
B.A., University of California

Bunch, Lynne M. ..... Director, Bridges Program
B.S., University of North Carolina at Chapel Hill; M.A.Ed., East Carolina University

Chesson, J. Parker, Jr. ..... President
B.S., M.A., East Carolina University; Ph.D., North Carolina State University

Chou, Leland L.C. ..... Music
B.A., Linfield College; M.M., Cincinnati Conservatory of Music; M.S.M., Union Theological Seminary; D.M.A., University of Southern California

Dubbé, Marsha A. ..... Nursing
B.S.N., West Virginia University; M.S.N., Duke University

Dunlow, Dorothy J. ..... Business
B.S., M.A.Ed., East Carolina University

Farless, Patti B..... Nursing
B.S.N., University of North Carolina at Chapel Hill

Finch, Patricia A. ..... English
B.A., St. Andrews Presbyterian College; M.A., University of North Carolina at Chapel Hill

Ford, Robert L. ..... Drafting and Design
B.S., Northeastern State College; M.A.Ed., Univ. of N. Colorado

George, Jean S. .....Tutor Coordinator, Student Support Services
B.S., M.A., S.C.T., Murray State University

Gordon, Lucy S. ..... Director, Business and Industry Services
A.A., College of The Albemarle; B.S., M.L.S., East Carolina Univ.

Gray, Grace W. .....Assistant Coordinator, Learning Lab
B.S., M.A.Ed., East Carolina University

Gregory, David B. ..... Biological Sciences
A.B., M.A.Ed., East Carolina University

Harris, C. Marion, Jr..... Health and Physical Education
A.A., College of The Albemarle; B.S., Atlantic Christian College; M.A.Ed., East Carolina University

Harris, Wilma W. ..... Nursing
R.N., Rex Hospital School of Nursing; B.S.N., University of North Carolina at Chapel Hill; M.A.Ed., East Carolina University

Hartis, Barry D. ..... Dean of Administrative Services
B.S., University of North Carolina at Charlotte; CPA

Haskett, Phyllis N. ..... Coordinator, Program Review; Mathematics
B.S., M.A.Ed., East Carolina University

Haskett, William F. .....Communications Coordinator
B.A., University of North Carolina at Chapel Hill

Hill, Benjamin F., III..... Arts and Crafts
B.S., East Carolina University

Hodges, David T. ..... Electronics
A.A.S., Old Dominion University; B.S., Northwestern State Univ.; M.A.Ed., East Carolina University

Hoffman, Faye E. ..... Cosmetology
Greenville Beauty School

Horton, Floyd P. ..... Associate Dean, Continuing Ed. & Business Services
B.S., West Virginia State College, M.A., Marshall University

Hurdle-Winslow, Lynn..... Counselor, Student Support Services
B.A., East Carolina Univ , M Ed , N C. State University

Kent, Roger J. ..... Electronic Servicing
Radioman USN, RET

Kerber, Teresa S. ..... Business Computer Programming
B.S., James Madison University; M.A.Ed., East Carolina University

Krauss, Kerry..... Electronics
A.A., A.A.S., College of The Albemarle; B.S., Elizabeth City State University

Kulhanek, Karen G..... Nursing
B.S.N., Northern Michigan University

Lee, C. Donald..... Director, Learning Resources Center
B.A , University of Denver; M.S., Louisiana State University

Leete, Jerome B..... Biology
B.A., Florida Southern; B.S., M.S., East Carolina University

Mansfield, Shelby H. ..... Psychology
B.S., M.Ed., North Carolina State University

McNary, Orville .....Electrical Installation and Maintenance
eUSCG (Retired); Certified Electrician

Mercer, Jesse B. ..... Economics
B.S., High Point College; M.A., East College University

Most, Roger W. .....Automotive Mechanics
Certificate in Auto Mechanics, Diploma in Welding, Beaufort County Community College; Certificate, Chesapeake Technical Center; ASE Certified Master Automobile Technician

Morrill, Robert B..... Associate Dean, Dare County Center
B.A., University of Massachusetts; M.A., Colgate University

Mudge, Sharon L. ..... Director, Management Information Systems
A.A.S., University of Hawaii

Newbold, Martha L. ..... Director, Learning Laboratory
A.B., Atlantic Christian College, M.A.Ed., East Carolina University

Nixon, Stanley E. .....Machinist Trades
Diploma, Advanced Machinist, College of The Albemarle

Norfleet, Norman L. ..... Dean of Instruction
A.A., College of The Albemarle; A.B., M.A.Ed., East Carolina Univ.

Partin, Mary F. ..... Director, Literacy Education
B.S., Wake Forest University; M.A.T., Duke University

Patterson, Martha K..... Health and Physical Education
A.A., Peace College; B.S., M.A Ed., East Carolina University

Phillips, Sandra S. .....Developmental Reading
A.A., College of The Albemarle; B.S., East Carolina Univ.; M.Ed., UNC-Chapel Hill, LD Certification, East Carolina Univ.

Riccardo, Barbara D. ..... Foreign Languages
B.S., Ohio Wesleyan University; M.A., University of Arizona

Riccardo, Ronald R. .....History
B.A., Bloomfield College; M.A., Appalachian State University; Ph.D., Southeastern University

Sanders, Patsy O. .....English
B.S., M.A.Ed., East Carolina University

Sawyer, Douglas M. ..... Director, Community Services Education
B.S., East Carolina University

Scaffa, Raphael G. .....Assistant Dean, Counseling and Placement
B.A., M.A.Ed., Northeastern University

Simmons, G. John, Jr. ..... Dean of Student Development
B.A., Pfeiffer College; M.A., Appalachian State University

Stephens, Robert O. .....English
B.A., N C. Wesleyan College; M.A., Appalachian State Univ.

Sterritt, William R. ..... Director, Evening Program
B.S., M.S., Ed.D., University of Southern Mississippi

Swain, Martha W..... Director of Development and Planning
B.A., B.S., Elizabeth City State U.; M.S.Ed., East Carolina Univ.

Talkington, Percy E. .....Associate Dean, Occupational Education
A.A., College of The Albemarle; B.S., Elizabeth City State Univ.

Tillett, Virginia L. ..... Coordinator, Continuing Education, Dare County Center
A.A., College of the Albemarle

Timmerman, James V. .....Director, Physical Facilities
A.A.S., College of The Albemarle

Trainor, Marietta H.....Coordinator, Learning Lab/Lib./ Dev. Ed., Dare County Center
B.S., M.A.Ed., East Carolina University

Turner, Joseph W., Jr...Business Computer Programming
B.S., East Carolina University; M.S., UNC-Greensboro

Watts, Rhonda C. .....Computer Programmer
A.A.,College of The Albemarle; B.A., M.A.Ed., East Carolina Univ.

Wesner, Gerhardt H. .....Automotive Mechanics
Auto Maintenance and Repair, USMC (Retired)

White, J. Nelson..... Business
B.S., Campbell College; M.B.A., East Carolina University

White, Marvenia Y..... Business
B.S., Elizabeth City State University; M.Ed., N. C. State Univ.

Whitley, John L..... Hotel and Restaurant Management
A.A., Chowan College; B.A., Wake Forest University; B.D., Southeastern Baptist Theological Seminary; M.Ed., College of William and Mary; Ed.D., VPI and State University

Williams, Andrea R..... Counselor, Student Suppport Services
B.S., Elizabeth City State University; M.S.W., Atlanta University

Williams, Debra S. .....Director, Cooperative Education
A.A.S., College of The Albemarle; B.S.B.A., Elizabeth City State University

Williams, Douglas H. .. Air Conditioning and Refrigeration
Diploma, Refrigeration, and Air Conditioning, Old Dominion University

Williams, Rose B. .....Nursing
R.N., Norfolk General Hospital School of Nursing; B.S.N., East Carolina University

Winslow, Percy L. Jr. ..... Business
B.A., B.S., M.A., East Carolina University

Winslow, Roy G. .....Assistant Dean, Admissions
A.A., College of The Albemarle; B.S., Atlantic Christian; M.A.T., University of North Carolina at Chapel Hill

Winslow, Wanda S. .....Director, Public Relations and Communications
B.A., B.A., North Carolina State University

GENERAL INFORMATION

THE COMPREHENSIVE COMMUNITY COLLEGE

The comprehensive community college concept in higher education arose in response to the American commitment to the idea of broad educational opportunities for all segments of our society. As the name implies, a community college serves the educational needs of the area in which it is located, providing various types of educational programs for commuting students at a relatively low cost. Educational services can be broadly categorized into three areas — two-year college transfer programs, two-year and one-year occupational programs, and continuing education programs. The latter programs encompass activities ranging from adult basic education to general interest courses for college graduates.

HISTORY

The idea for a community college in Elizabeth City was developed when the Community College Act was passed by the 1957 North Carolina General Assembly, enabling counties to establish their own two-year colleges.

On November 8, 1960, the people of Pasquotank County voted their approval for a new college by a five-to-two margin. A charter was issued on December 16, 1960, and shortly thereafter the first Board of Trustees was appointed.

The college opened its doors to its first freshman class in September 1961 in the old Albemarle Hospital building on Riverside Avenue. Members of the first graduating class received their degrees on May 31, 1963.

College of The Albemarle was the first college in North Carolina chartered under the Community College Act of 1957. In 1963, the General Assembly adopted new community college legislation designed "to promote and encourage education beyond the high school in North Carolina." Among other things, this legislation authorized the establishment of comprehensive community colleges. This legislation became effective on July 1, 1963. On that same date, at the request of the college trustees and with the joint approval of the State Board of Education and the State Board of Higher Education of North Carolina, **College of The Albemarle became the first comprehensive community college in the North Carolina Community College System.**

As the college has grown, new technical and vocational curricula have been added and existing programs have been revised and strengthened.

LOCATION AND FACILITIES

College of the Albemarle serves residents in seven counties of Northeastern North Carolina with campuses in Elizabeth City and Manteo as well as additional facilities and courses taught at other locations in the college's service area.

The college's 40-acre campus is on highway U.S. 17 North in Elizabeth City (see map of Elizabeth City campus on the inside of this catalog's back cover).

Administrative and faculty offices, classrooms, laboratories, a college bookstore, a cafeteria, and a student center are located in the L-shaped building next to Albemarle Hospital, which has been designated "A" building.

"B" building, which is the middle building of the three buildings facing highway U.S. 17 North, houses the Learning Resources Center, business laboratories, classrooms, and a lecture auditorium. The Learning Re-

sources Center (LRC), which takes up the entire ground floor of "B" building, has resources which include audio-visual materials and equipment, books, periodicals, and indexes. The Learning Lab also is a part of the LRC.

Most of the college's occupational programs, the music program, a physics/physical science laboratory, and an art laboratory are housed in "C" building (formerly the Technical Center), which was completed in 1972.

Behind the three buildings facing U.S. 17 North are athletic fields, which are used for physical education activities, and a Community and Small Business Center, which has a stage, a thousand-seat auditorium, and offices and meeting rooms for the Small Business Center.

The college's Dare County Center, located on Russell Twiford Road at the intersection of highway U.S. 64 and state road 345 in Manteo, is provided by Dare County. The recently expanded center provides classrooms, offices, a library, and a student lounge at a location more accessible to beach residents.

Additional college facilities are at the following locations: the Extension Center on Riverside Avenue in Elizabeth City and the Adult Basic Literacy Education (ABLE) program, which is in the Edgewood Shopping Center on Parkview Drive in Elizabeth City.

MISSION OF THE COLLEGE

College of The Albemarle is a public two-year community college with an open door admissions policy. Its mission is to provide adults in the seven-county Albemarle region with quality and convenient learning opportunities consistent with identified student and community needs. These opportunities are accessible to all adults regardless of age, sex, socio-economic status, ethnic origin, race, religion, or handicap. Educational and training programs are designed to enhance the personal, social, and economic potential of the individual and to produce measurable benefits to the region. The college fulfills this mission by providing the following:

1. Vocational programs and courses for students desiring to prepare for skilled trades or to upgrade their job skills;
2. Technical programs and courses that meet the career needs of individuals;
3. Transferable programs and courses for students desiring to attend a senior college or university;
4. Special occupational training and upgrading programs and services for businesses, industries, and agencies;
5. Programs and courses in adult basic education, high school completion, and continuing education;
6. Developmental courses or programs which assist students in overcoming deficiencies and acquiring skills fundamental to further academic and career achievement;
7. Counseling, financial assistance, career guidance, job placement services, student activities, and other programs essential to developing the potential of individual students;
8. Programs and services to enrich the quality of community life;
9. Effective and cooperative relationships with the schools, colleges, universities, government agencies, and employers in the Albemarle region; and
10. Sound management practices and systematic planning to allocate the college's resources.

ACCREDITATION

College of The Albemarle is accredited by the Southern Association of Colleges and Schools.

Credits earned at College of The Albemarle in curricula leading to the Associate in Arts degree, the Associate in Science degree, the Associate in Fine Arts degree, and some of those leading to the Associate in Applied Science degree are transferable to senior colleges and universities for a higher degree.

COLLEGE PROGRAMS

College transfer programs include courses for those wishing to pursue studies leading to the Associate in Arts, the Associate in Science, and the Associate in Fine Arts degrees and for transferring into almost any program at a four-year college or university after completing their studies at College of The Albemarle. Students may select courses in any of the following educational programs:

C-001 Pre-Agriculture
C-003 Pre-Art
C-004 Pre-Business—Administration
C-026 Pre-Business—Education
C-040 Pre-Computer Science
C-006 Pre-Drama
C-005 Pre-Dental
C-020 Pre-Elementary Education
C-007 Pre-Engineering
C-008 Pre-Forestry
C-010 Pre-Law
C-011 Pre-Liberal Arts
C-012 Pre-Mathematics
C-013 Pre-Medical
C-015 Pre-Music
C-017 Pre-Pharmacy
C-018 Pre-Science
C-019 Pre-Social Work
C-028 Pre-Secondary Education
C-021 Pre-Veterinary

Students enrolled in college transfer programs should understand that College of The Albemarle, as a comprehensive community college, offers only the first two years toward a bachelor's degree. Because of this, junior-level and senior-level "major" courses will be taken at the four-year college or university to which the student transfers.

Each of the following technical programs is designed to lead to immediate employment and, except for the Basic Law Enforcement program, leads to the Associate in Applied Science degree:

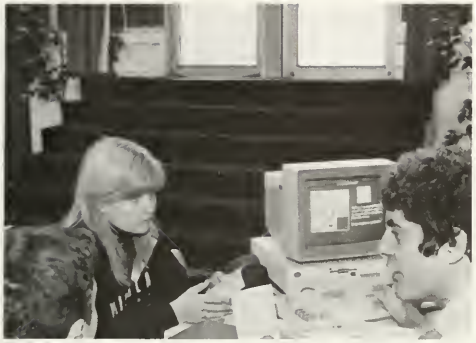
T-030 Administrative Office Technology
T-059 Associate Degree Nursing
T-189 Basic Law Enforcement
T-112 Banking and Finance
T-018 Business Administration
T-022 Business Computer Programming
T-040 Computer Engineering Technology
T-045 Electronic Engineering Technology
T-033 General Office Technology
T-025 Hotel and Restaurant Management
T-043 Mechanical Drafting and Design Technology
T-032 Medical Office Technology
T-141 Postal Service Technology

Vocational programs, designed for those students wishing to prepare themselves for particular occupations, are offered in the following areas:

V-134 Advanced Machinist
V-024 Air Conditioning, Heating, and Refrigeration
V-003 Automotive Mechanics
V-009 Cosmetology
V-018 Electrical Installation and Maintenance
V-042 Electronic Servicing
V-028 Industrial Maintenance
V-029 Light Construction
V-032 Machinist
V-072 Nursing Assistant
V-038 Practical Nursing

The General Education (G-020) program, which leads to an Associate in General Education degree, is designed for students who would like to tailor their studies to personal interests rather than to specific professional requirements.

Continuing education programs include a variety of courses designed to meet the particular needs and interests of individuals, businesses, and industries in the area. Programs designed for training persons for specific industries are offered when needed, and general offerings designed to help individuals complete their high school education and improve their skills in other areas are offered each quarter.



ADMISSION TO THE COLLEGE

College of The Albemarle follows the "open-door" admissions policy of the State Board of Community Colleges, with selective placement in the different curricula or programs of the institution. This policy provides for the admission of any person (1) who has graduated from high school or earned its equivalent (GED)* or (2) who is eighteen years of age and is not attending high school. **It is the policy of College of The Albemarle to encourage all applicants to complete high school or its equivalent before seeking admission to the college.** The college may accept, under certain conditions, a limited number of one-year vocational applicants who are not high school graduates. All applicants admitted under these special conditions must earn the GED prior to completing the requirements for a one-year vocational diploma.

Admission to the college does not imply, however, immediate admission to the program desired by the applicant. Admission to a specific course of study is based upon guidelines developed to insure the student's chances of success in the program. These guidelines are strictly followed to prevent loss of student time and effort as a result of unsatisfactory achievement. When evaluations of applicants' test scores and high school records indicate their lack of readiness to enter specific programs, applicants will be required to enroll in developmental education courses to prepare them for admission to desired programs.

*Applicant's scores must meet the minimum requirements for the State of North Carolina or the applicant must present a certificate from another state verifying successful completion of the GED.

ADMISSION PROCEDURES

1. The applicant must submit a properly completed application for admission to the Admissions Office.
2. The applicant should request that a transcript of all high school and post-secondary academic work be sent directly to the Admissions Office. Applicants who have earned the GED should have official copies of their scores forwarded in lieu of the high school transcript.
3. Applicants to college transfer and technical degree programs are required to take the college's placement tests. Upon receipt of the application, the Admissions Office will schedule the applicant for the required placement tests.
4. Placement test results are mailed to applicants within one week after taking the placement tests. A written explanation of scores and of course placement is included. Student Development counselors use the placement test results to assist students with course planning.

For applicants who plan to enroll using veterans educational benefits, additional criteria must be followed prior to certification to the Veterans Administration for payment purposes.

Admission to most programs is on a "rolling basis," i.e., applicants may enter a program any quarter. However, admission is limited to the fall quarter for the following programs: Associate Degree Nursing, Practical Nursing, Electrical Installation and Maintenance, and Air Conditioning, Heating, and Refrigeration. New students are usually admitted to the Cosmetology program every quarter except the summer quarter. Students entering Computer Engineering Technology, Mechanical Drafting and Design Technology, Electronics Engineering Technology, Industrial Maintenance, and Light Construction any quarter other than fall quarter will not be able to follow the curriculum outline exactly as shown in the catalog.

Preparatory training, particularly for the college transfer programs, should emphasize the traditional academic subjects. The recommended high school credits include the following:

English	4 units
Foreign Language	2 units
Mathematics	2 units
Social Studies	2 units
Natural Science	2 units
Physical Education	1 unit
Electives	7 units

College of The Albemarle is committed to the principle of equal opportunity. It is the college's policy not to discriminate on the basis of race, sex, color, national origin, religion, age, or handicap with regard to its students, employees or applicants for admission or employment. Inquiries regarding compliance with this equal opportunity policy may be directed to the President of College of The Albemarle.

COLLEGE BOARD ADVANCED PLACEMENT TESTS

The college recognizes satisfactory scores on the Advanced Placement (AP) Tests for placement and degree credit. Students taking AP tests should have score reports sent to the Registrar for consideration for credit and placement. Questions concerning score requirements should be directed to the Dean of Student Development.

Information about any College Board test and applications for a specific test may be received by writing the Educational Testing Service, Box 592, Princeton, New Jersey 08504 or Box 025, Berkeley, California 94707. Applicants are urged to apply for test dates six to eight weeks in advance of the actual test date.

ADMISSION REQUIREMENTS FOR ALLIED HEALTH PROGRAMS

All applicants for allied health programs are required to meet the following standards:

1. Be a graduate from an accredited high school or have the equivalent;
2. Submit a completed application for admission and a medical history;
3. Make satisfactory scores on the college's placement tests, as established for the program;
4. Submit two appraisals attesting to personal characteristics and past work experience;
5. Be personally interviewed by a nursing faculty member; and
6. Have good mental and physical health.

Each applicant must satisfactorily pass a physical exam after being accepted and prior to entering a program. The physical exam may include psychological testing as well as the physical assessment. Required as part of the physical examination are the tuberculin skin test, RPR, diabetic screening tests, Rubella Titer, and a hemoglobin test. Any student who has an existing health problem, such as overweight, hypertension, diabetes, epilepsy, asthma, tuberculosis, or venereal disease must be seeking correction and have a written plan of treatment for said condition on file in the student's folder in the appropriate allied health director's office. A routine dental examination and plan of treatment of dental problems are required. A student who has a positive tuberculin skin test must have a chest x-ray every twelve months while enrolled in a health program. Any pregnant student may continue in a program as long as she feels able; the written consent of her doctor must be on file in the student's folder in the department chairperson's office.

Although there is no application deadline for the ADN or PN programs, it is recommended that applicants apply by January of the year in which they wish to enter. The screening process normally begins in January of each year for each September's class. In the event of more qualified applicants than spaces in the program, the selection process will be competitive. Additional information on the admissions requirements and procedures for health career programs may be obtained by writing or calling the Admissions Office.

ADMISSION REQUIREMENTS FOR COSMETOLOGY

All applicants for the Cosmetology program are required to meet the following requirements:

1. Be a high school graduate or have the equivalent;
2. Submit a completed application for admission;
3. Submit an official high school transcript or GED score report and, if applicable, official college transcripts;
4. Complete the placement test given by the college;
5. Have a completed admissions file by May 1 to be considered for admission to the program during the subsequent academic year; and
6. Participate in a group interview/orientation with the Cosmetology faculty.

On May 1, all Cosmetology applicants with completed admissions files will be sent written notification from the Admissions Office of the time, date, and location of their Cosmetology interview/orientation. After completion of the interview/orientation, applicants will be ranked in descending order based on the reading comprehension level achieved on the Nelson-Denny Test. In the event of a tie, applicants will be ranked based on the total weighted score of the English and math placement tests.

Applicants will be accepted to the program in descending rank until the enrollment limit is reached for a particular quarter. The remaining applicants will be placed on a waiting list. Applicants failing to register when notified of acceptance will be moved to the bottom of the waiting list. Any applicant remaining on the waiting list after the enrollment limit is reached for spring quarter must reapply to be considered for admission to the program during the subsequent academic year. Applicants on the waiting list may register for developmental course work to help improve their rank after retesting.

ADMISSION REQUIREMENTS FOR TRANSFER STUDENTS

Students desiring to transfer to College of The Albemarle from another institution must meet the admission requirements in effect at the time of their application and provide proof of their eligibility to return to the institution last attended. Students who are not eligible to return to the institution they last attended may be admitted to College of The Albemarle on Conditional Status; however, program selection and placement responsibility resides with the Dean of Student Development.

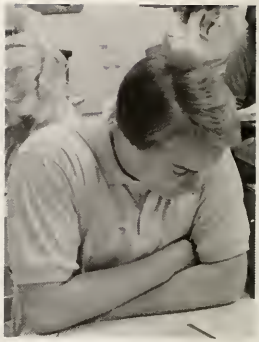
Credit is given for "C" or better work completed at accredited institutions and institutions in the North Carolina Community College System if it parallels work offered at College of The Albemarle.

Transfer students must maintain a "C" average on all work attempted (*at least 36 hours*) at College of The Albemarle to be eligible to graduate. Grades earned at and transferred from other colleges will not be used to determine honors for graduation from College of The Albemarle.

HIGH SCHOOL STUDENTS

High school dropouts who are at least 16 years old may be considered "special needs students" and may be admitted to an appropriate program subject to the following conditions: (1) the local school system determines that such admission is the best educational option for the student; and (2) the student's admission is approved by the Assistant Dean, Admissions or by the Learning Lab Director.

The approval by the local school system may be waived if the student has been out of school for at least six months and if his/her application is supported by a notarized petition of a parent, legal guardian, or other person or agency having legal custody and control. The petition shall certify the student's residence, date of



birth, date of leaving school, and the petitioner's legal relationship to the student.

Other students who are at least 16 and who are enrolled in high school may be admitted to appropriate courses under the following conditions: (1) the local board of education has approved a dual enrollment policy for high school students; (2) the student's program of study is approved by the high school principal and the Assistant Dean, Admissions; and (3) the high school principal certifies that the student is taking at least three high school courses and is making appropriate progress toward graduation.

High school students may not displace adults and, thus, will be admitted on a space-available basis. Once admitted, however, high school students will be considered as regular college students receiving the same credits and paying the same fees. High school students who are at least 18 years old may take courses without the approval of local public school personnel.

Under special circumstances, the college may be requested to enroll a limited number of gifted secondary students who are under the age of 16. Such requests should be directed to the Assistant Dean, Admissions and may be approved with the consent of the appropriate college instructors, provided space is available. Students are further required to have the written approval of their principal or superintendent. Tuition and fees are not charged, and the students receive no institutional credit in these cases.

FRESHMAN ORIENTATION

The purpose of the required orientation program is to introduce students to their new environment and to acquaint them with the policies and regulations of the college. Assemblies, lectures, and small group discussions are held to assist students in making an effective adjustment to college life.

REGISTRATION

College of The Albemarle usually has a registration period prior to the first day of classes for each quarter. Tuition and fees are due and payable on the day students register. Only students who have received financial aid award letters indicating that payment will be made on Payday 1A and who register during early registration dates may have their tuition and fees taken from their financial aid. Late registration is permitted through the first week of classes for each quarter, and two days of late registration are permitted for the summer mini-quarters. Students with incomplete admissions files may register for classes only with special permission from the Dean of Student Development. Students cannot register for a subsequent quarter until their files are complete.

Any past due accounts owed to the college must be paid before permission to register can be given.

Students eligible for veteran's educational benefits should see the college's Veterans Affairs officer (Registrar) for special conditions concerning enrollment certification for initial entrance to College of The Albemarle.

AUDITING COURSES

Students who wish to audit courses must follow the usual procedure for registration and must state their intentions to audit courses when they register. Auditors receive no credit but are expected to attend classes regularly and participate in class discussions. They are encouraged to do all work and assignments expected of regularly enrolled students. They are also responsible for observing the same regulations concerning attendance and behavior as students registered for credit.

Except an activity fee, auditors will be charged the same fees as students taking courses for credit.

FEES AND EXPENSES

Students who enroll in curriculum classes are subject to the following tuition and fee rates:

Tuition for In-state Residents
$6 25 per quarter hour or $75.00 maximum per quarter

Tuition for Out-of-state Residents
$58.50 per quarter hour or $702.00 maximum per quarter

Activity Fee (12 or more quarter hours)

Fall Quarter	$10.00
Winter Quarter	9.00
Spring Quarter	9.00

Tuition is waived for persons 65 years of age or older.

Military personnel stationed in North Carolina and their dependents are eligible for in-state tuition.

All tuition and fees are due and payable at the time of registration.

Any past accounts owed to the college must be paid before permission to register can be given.

The cost of books, supplies, and gym uniforms, while varying according to the courses of study, should total approximately $250 per year, with the major expense occurring in the fall quarter.

Candidates for graduation will be charged a fee to cover costs of the diploma, invitations, and cap and gown purchase. This fee is non-refundable.

All full-time and part-time students enrolled in curriculum programs on campus and at the Dare County Center are required to pay an activity fee as applicable. For full-time students, the fee shall be $10.00 in the fall quarter and $9.00 per quarter in the winter and spring quarters. Part-time students shall pay a student activity fee of $5.00 during each of the fall, winter, and spring quarters. Senior citizens, full-time College of The Albemarle employees, and students who audit classes shall be exempt from paying activity fees. Activity fees entitle students to admission to many college sponsored activities. When the yearbook is published, full-time students who have been enrolled three consecutive quarters will be given yearbooks without charge.

PHYSICAL EDUCATION ACTIVITY COURSE FEES

PED 204 *Bowling.* A nominal lane fee is charged for each game.

PED 206 *Golf.* A nominal greens fee is charged for each game played at local golf courses.

RESIDENT STATUS FOR TUITION PAYMENT

Current North Carolina law G.S. 116-143.1 on this subject states:

> To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to his or her classification as a resident for tuition purposes. Every applicant for admission shall be required to make a statement as to his or her length of residence in the State.
>
> To be eligible for classification as a resident for tuition purposes, a person must establish that his or her presence in the State currently is, and during the requisite 12-month qualifying period was, for purposes of maintaining a bona fide domicile rather than of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.
>
> An individual shall not be classified as a resident for tuition purposes and, thus, not rendered eligible to receive the in-State tuition rate, until he or she has provided such evidence related to legal residence and its duration as may be required by officials of the institution of higher education from which the individual seeks the in-State tuition rate.

When an individual presents evidence that the individual has living parent(s) or court-appointed guardian of the person, the legal residence of such parent(s) or guardian shall be prima facie evidence of the individual's legal residence, which may be reinforced or rebutted relative to the age and general circumstances of the individual by the other evidence of legal residence required of or presented by the individual; provided, that the legal residence of an individual whose parents are domiciled outside this State shall not be prima facie evidence of the individual's legal residence if the individual has lived in this State the five consecutive years prior to enrolling or re-registering at the institution of higher education at which resident status for tuition purposes is sought.

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials are set forth in detail in *A Manual To Assist The Public Higher Educational Institutions Of North Carolina In The Matter Of Student Residence Classification For Tuition Purposes.* Copies of the Manual are available on request in the Dean of Student Development's office and in the Learning Resources Center.

All new students applying for admission must respond on their respective applications to certain questions which are related to residence classification. The Dean of Student Development is responsible for evaluating these responses and initially classifying students accordingly. In questions concerning resident status and appeals of initial classifications, students are advised to consult the Dean of Student Development.

INSURANCE

College of The Albemarle assumes *no* responsibility for injuries or losses. An opportunity will be provided at the time of registration for all full-time students to obtain accident insurance.

All students enrolling in Associate Degree Nursing and Practical Nursing programs are required to have malpractice insurance. Such insurance may be purchased through the college's Business Office.

REFUNDS AND TUITION CREDITS

Tuition refunds shall not be made unless the student is, in the judgment of the institution, compelled to withdraw from the college for unavoidable reasons. In such cases, two-thirds of the student's tuition may be refunded if the student withdraws within ten (10) calendar days after the first day of classes. Tuition refunds will not be considered after that time. Tuition refunds will not be considered for tuition of $5.00 or less unless a course or curriculum is not offered, in which case all tuition shall be refunded. All refunds are forfeited for failure to adhere to proper withdrawal procedures.

All fees, including student activity fees, are non-refundable and forfeited upon withdrawal from the college.

Petitions for refunds and credits must be made in writing to the Dean of Student Development within ten (10) calendar days of the official date of withdrawal. Forms for this purpose are available in the Student Development Office. Reasons for withdrawal will be considered unavoidable when circumstances beyond the control of the student affect the student's life and livelihood to such an extent that continued enrollment is impossible. Matters of personal convenience or preference are not considered unavoidable reasons.

When students who have paid the required tuition withdraw from the college before the end of the quarter and the reasons for withdrawal are found unavoidable by the college, the students may be allowed credit for unrefunded tuition if they apply for readmission during any of the next four calendar quarters and petition in writing to be allowed such credit. All credits are forfeited for failure to adhere to proper withdrawal procedures.

TRANSCRIPT OF RECORDS

A record of academic credit earned at College of The Albemarle will be sent to any person or agency when requested by the student in writing, provided all accounts with the college have been settled satisfactorily. There is no charge for transcripts.

FINANCIAL AID

The philosophy at College of The Albemarle is that any individual who wishes to attend the institution should not be deprived of this privilege due to a lack of financial resources. Although the primary responsibility for financing an education remains with the student and his/her family, College of The Albemarle participates in programs designed to supplement the family contribution when there is documented student financial need. Financial aid consists of grants, loans, scholarships, campus employment, or any combination of these as determined by the policies of the Financial Aid Office and the U. S. Department of Education.

APPLICATION PROCEDURE

To apply for financial assistance, students should complete the following forms which may be obtained from the Financial Aid Office:

1. **American College Testing Family Financial Statement (ACT FFS)**
   In completing the FFS the student and family should provide information from their federal and state income tax forms for the preceding calendar year. The form should be completed as soon as possible after January 1 and mailed to ACT, Student Needs Analysis Services. The fee charged by ACT provides the college with a needs analysis which is used in awarding all federal funds except the Pell Grant.

   A student applies for the following whenever he/she completes the FFS and sends the appropriate fee:

   Pell Grant
   Supplemental Educational Opportunity Grant (SEOG)
   Perkins Loan (formerly NDSL)
   College Work Study (CWS)
   N.C. Student Incentive Grant (NCSIG)

   NOTE: The college strongly recommends that students completing this form have it reviewed by a staff member of the Financial Aid Office before mailing.
2. **Financial Aid Transcript (FAT)**
   A student who attended other colleges prior to attending COA must have a FAT completed by the Financial Aid Office at each prior school whether or not the student received financial aid.
3. **COA Private Scholarship Applications**
   The college offers more than eighty scholarships to eligible students. Requirements for scholarships vary; however, the primary concerns are financial need, scholastic ability, a specified program of study, residence status, and participation in community activities. The scholarship application must be completed and turned in to the Financial Aid Office, room 123, "A" building, before May 1.

REQUIRED FORMS FOR FINANCIAL ASSISTANCE

The following forms must be submitted to the Financial Aid Office for financial assistance:

1. All copies of the Student Aid Report (SAR). These forms will be mailed directly to the student notifying him/her of eligibility for the Pell Grant as a result of completing the ACT Family Financial Statement.
2. Financial Aid Transcripts from all former colleges attended.
3. Signed copies of the student's and parents' federal and state tax forms (if required for verification).
4. Financial Aid Needs Analysis which is sent directly to the college as a result of the student's completing and mailing the ACT Family Financial Statement.

5. Other forms which may be requested for verification if the student is selected.
6. The COA Scholarship Application form must be completed by the student and submitted to the Financial Aid Office before May 1.

DEADLINES

The ACT Family Financial Statement must be completed and received at its destination before the dates listed below to be considered for certain awards:

(ACT)	North Carolina Student Incentive Grant	March 15
(ACT)	Supplemental Educational Opportunity Grant	May 1
(ACT)	College Work-Study	May 1
	COA Scholarship Application	May 1

FEDERAL AND STATE FUNDS AVAILABLE

Below are brief descriptions of federal and state financial aid programs available to COA students.

Pell Grant

Pell Grants are awards to assist undergraduates in paying for their education after high school. The Pell Grant Program is the largest federal student aid program. For many students, these grants provide a "foundation" to which other federal and nonfederal assistance may be added. Unlike loans, grants do not have to be paid back.

Supplemental Educational Opportunity Grant (SEOG)

Students who receive the Pell Grant may be eligible for the Supplemental Educational Opportunity Grant. This federal program does not require employment or repayment. The amount of the grant is based on students' financial need and the minimum award is $200. To be eligible for SEOG, students' financial aid folders should be complete by May 1.

North Carolina Student Incentive Grant (NCSIG)

Administered by College Foundation, Inc., this grant is provided to students who are legal residents of North Carolina accepted for enrollment or enrolled full time in good standing in an undergraduate program of study in an eligible college, university, technical, or vocational school in North Carolina. Students must demonstrate financial need as determined through a needs analysis. March 15 is the deadline for requesting NCSIG.

Perkins Loan (formerly NDSL)

This federally-funded loan may be available to eligible students who have a remaining need to meet their school budget. Amounts up to $1,500 a year or a total of $3,000 while enrolled at COA may be awarded to students who can prove their eligibility. The interest on the Perkins Loan is 5 percent and payments do not begin until six months after the student separates from the college. The student signs a promissory note and is responsible for repayment of the loan. Severe penalties may be encountered if the student defaults on loan payments. Certain deferments and cancellations are available to the borrower.

Stafford Loan (formerly Guaranteed Student Loans)

Under this program a student may borrow as much as $2,625 a year. Repayment of principal and interest at 8 percent begins nine months after students have ceased their course of study.

College Work-Study Program (CWS)

The College Work-Study Program enables eligible students to help pay college expenses while attending classes full time. Students participating in the program are employed in the library, laboratories, administrative and faculty offices, and various departments of the college. Interested students should complete a CWS application.

PRIVATE SCHOLARSHIPS

College of The Albemarle offers more than eighty private scholarships each year ranging from $50 to $1,500 each and totaling more than $68,000 awarded annually. To apply for scholarships, students may obtain application forms from the Financial Aid Office. Application forms must be returned by May 1, indicating the scholarships for which students are eligible. Most scholarships are awarded during the summer months, and the first award payments are made during the following fall quarter.

Listed below are the scholarships available to eligible applicants:

Albemarle Hospital Volunteer Services
Albemarle Woodmen Scholarship
American Legion Post 288 Scholarship
Anna W. and Clifford E. Bair Scholarship
Blades-Selig Scholarship
Alexandra K. Boada Scholarship
Carolina Telephone Scholarship
Donna D. Cartwright Scholarship
Chief Petty Officers Scholarship
Childers Nursing Scholarship
Coca-Cola Scholarship
College of The Albemarle Scholarship
James T. Connolly Scholarship
Harriette M. Crump Scholarship
Mark S. Cummings Scholarship
Dare County Teaching Scholarship
Elsie Edwards Memorial Scholarship
Elizabeth City Business and Professional Women's Club Scholarship
Elizabeth City Junior Woman's Club Scholarship
Jean McCammond Hislop Scholarship
Selma Harris James Scholarship
George Dixon McKecuen Scholarship
Jule C. Modlin Scholarship
Brenda Holt Muir Scholarship
North Carolina Community College Scholarship
Northeastern Homebuilders Association Scholarship
Zack D. and Martha Anderson Owens Nursing Scholarship
Pasquotank County Extension Homemakers Club Scholarship
Glen W. and Treva P. Pendleton Scholarship
President's Foundation Scholarship
Mary and Zack D. Robertson, Sr. Scholarship
Charles Robinson Scholarship
Eloise Robinson Scholarship
Carrie M. Roebuck Scholarship
Raymond H. Shorkey Memorial Scholarship
Lois Asbell Stokes Scholarship
Veterans of Foreign Wars Scholarship
Wachovia Technical Scholarship
Charles W. Ward, Jr. Scholarship
Grover Clyde White Scholarship
Robert Jennings White Scholarship
George J. Winslow Scholarship
Leigh Winslow, Sr. Scholarship

AWARD PROCEDURE

The amount of aid for which a student is eligible is determined by COA's Assistant Dean, Student Financial Aid and is based upon the analysis report which shows the income and assets of the family, the number of dependent children in the family, the earnings and assets of the student, and the remaining need.

A student who notifies the Financial Aid Office that he/she is applying only for a Pell Grant will be notified

of the award soon after all copies of the Student Aid Report are submitted to the Financial Aid Office if:

1. The college has received its official allocation from the Education Department; and
2. The payment schedule, from which the amount of the award is determined, has been published by the U. S. Education Department.

In the event that the college has not received its official allocation or that the payment schedule has not been published by the time the Student Aid Report is submitted to the Financial Aid Office, the student will be notified soon after the allocation and payment schedule are received.

ELIGIBILITY REQUIREMENTS

Financial aid is awarded primarily on the basis of need. In addition, financial assistance depends upon the availability of financial resources. To be considered for financial aid, applicants must:

1. Be enrolled or accepted for enrollment in College of The Albemarle on at least a half-time basis;
2. Be a United States citizen or a national or permanent resident of the United States;
3. Be an undergraduate student who has not previously received a bachelor's degree;
4. Demonstrate financial need;
5. Demonstrate evidence of academic or creative promise;
6. Be making satisfactory progress in the course of study he or she is pursuing; and
7. Be not in default on a Perkins Loan (formerly NDSL) or Stafford Loan (formerly Guaranteed Student Loan) and must not owe a refund of federal funds at any institution.

If the student qualifies for financial aid, he/she will receive an award letter during the summer months. The student should answer the appropriate questions on the award letter and return it *immediately*, signifying acceptance of the award. If the aid is not suitable for the student's needs, he/she should make an appointment with the Assistant Dean, Student Financial Aid for consultation.

PAYMENT SCHEDULE

Students who have received their financial aid award letters with payment indicated on Payday 1A and who register during the early registration dates may have their tuition and fees taken from their financial aid if the amount of financial aid is sufficient to cover tuition and fees. A student's folder must be complete before award letters are written.

STUDENT SUPPORT SERVICES

All students receiving financial aid whose grade point average falls below 2.0 are requested to apply for the Student Support Services Program.

SATISFACTORY ACADEMIC REQUIREMENTS

To receive or renew financial assistance (NCSIG, Pell Grant, SEOG, CWS, Perkins Loan, Stafford Loan), students must maintain the minimum grade point average consistent with the number of hours attempted as listed below:

Credit Hours Attempted	Minimum GPA
1 - 16	1.00
17 - 32	1.25
33 - 48	1.50
49 - 64	1.75
65 - 80	1.90
81 and above	2.00

See the *Financial Aid Student Consumer Information Guide* for further details.

MEASURABLE TIME PROGRESS REQUIREMENTS

U.S. Department of Education regulations require a student to complete his/her degree by a time frame established by the institution. The increment requirements will be measured at least once a year, usually after the spring quarter, to determine if the student will be eligible for financial aid for the following fall quarter. If the student meets the increment requirements, he/she will be eligible to receive financial aid. A scale showing the measurable time progress requirements by credit hours for a full-time student follows. A schedule for three-quarter or one-half time students may be found in the *Financial Aid Student Consumer Information Guide.*

Quarter at COA	Credit Hours for Full-Time Student	
1st	8	
2nd	8	16 cumulative
3rd	8	24 cumulative
4th	8	32 cumulative
5th	8	40 cumulative
6th	8	48 cumulative
7th	8	56 cumulative
8th	8	64 cumulative
9th	8	72 cumulative
10th	8	80 cumulative
11th	8	88 cumulative
12th	8	96 cumulative
13th	8	104 cumulative

REMOVAL AND REINSTATEMENT

A student whose grade point average (GPA) drops below the GPA satisfactory academic requirements or the measurable time progress requirements will be removed from financial assistance the following quarter and will not be eligible for further financial aid until a 2.0 GPA (with a minimum of six credit hours) has been maintained for each quarter thereafter or until the student's overall GPA is within the satisfactory academic requirements scale and the measurable time progress requirements scale. Financial assistance may be reinstated the quarter following demonstration of satisfactory academic progress and time progress.

STUDENT DEVELOPMENT

College of The Albemarle offers a comprehensive program of student development services designed to aid students in meeting the challenges of college life and to provide students with opportunities to maximize self-understanding and personal growth as well as develop intellectual and social skills.

GUIDANCE AND COUNSELING

Educational, vocational, and personal guidance and counseling are available to all students from the following sources: the Student Development counselors, the faculty, and agencies with which the college has contracted to provide student assistance.

The Student Development counselors provide admissions counseling designed to assist students in identifying programs of study and selecting courses for which they are best suited and which lead toward attaining their educational objectives. Counselors and advisors continue to work closely with students after they are enrolled to insure that their educational program is implemented and that they are making satisfactory progress toward accomplishing their educational goals. Qualified counselors are also available for personal and social counseling.

Since the college offers college transfer education, many students frequent the counselors' offices to discuss transfer admission requirements at senior institutions. Although the counselors and advisors assume the responsibility to be cognizant of transfer admission requirements, *it is the direct responsibility of students to contact the senior college or university to determine requirements for transfer* and thus verifying the information obtained from counselors and advisors.

Faculty members post regular office hours indicating when students and prospective students may seek advisement and consultation.

ADVISEMENT SYSTEM

Within the first few weeks of each quarter, Student Development personnel assign all day students enrolled in a curriculum program to an advisor who is either a full-time faculty member or a Student Development counselor. Most students are assigned to an advisor who teaches in the students' program areas. Exceptions are developmental education students, evening students, and undecided students. Students who place in developmental education classes are usually assigned to a developmental education faculty member. Evening students are referred to the Director of the Evening Program or to the Student Development counselors while undecided students are assisted by the Student Development counselors. Dare County students consult the Dare County faculty and counseling staff for advisement.

The academic advisor's role is to assist the student in the decision making process of selecting courses to take each quarter which are consistent with the student's educational objective, whether this objective is technical, vocational, or college transfer in nature. As a part of this process, the advisor actually enters the individual courses to be taken on the student's registration form along with certain other demographic data.

The advisor maintains contact with the student throughout the student's enrollment at the college until the student withdraws or completes his/her program. Whenever any of the following occurs, the advisor is consulted: (a) registration for classes, (b) adding or dropping classes, (c) withdrawing from college, and/or (d) planning for COA graduation or for transfering to another educational institution. In addition, when making recommendations concerning courses and load, the advisor is cognizant of the student's goals, educational plans, and GPA.

Problems such as career guidance, helping a student obtain a positive self-image, and other matters such as residence classification are usually referred to Student Development *unless* the advisor feels confident he/she can lead the student toward solving the problem and has the time to do so.

It is the student's responsibility to contact his/her advisor upon receiving the advisor assignment from the Registrar. Further, each student must assume responsibility for insuring that he/she knows the requirements for the degree or program that is being pursued at COA. If transfering to another educational institution is the student's plan, then the student bears an additional responsibility of ascertaining and knowing what is required at the four-year college or university to which he/she later plans to transfer. The student must also accept the responsibility that the classes he/she registers for are ones that will be *retained* by the student for the *duration* of the quarter.

The advisor should be considered each student's main link with the college because the advisor is a valuable resource person for information, advice, and direction. Therefore, students are encouraged to visit with their advisor numerous times during the quarter in order to gain maximum benefit from their college experience.

Additional information on the advisement system may be obtained from the *Advisement Handbook* available from each advisor or from the Dean of Student Development who is responsible for the program.

INFORMATION SERVICE

Information pertaining to occupations, educational opportunities and social concerns is available from the Student Development counselors for students and prospective students. Also, the Student Development Office coordinates with the Director of Public Relations and Communications and the faculty in developing and distributing printed materials pertaining to curriculum courses and programs (i.e., catalog, program brochures, and general information booklets).

TESTING AND ACADEMIC PLACEMENT

All students who enroll in a two-year program of study, those who enroll in some one-year diploma programs, and those who have earned 12 to 15 credit hours at COA but are uncertain of a program of study are required to take a Placement Test Battery. Students who score below the designated cut-off scores on the English, math, or reading tests will be enrolled in developmental courses for indicated course work. Successful completion of this course work is required prior to enrolling in specific courses or programs. The Admissions Office has a schedule of testing times and dates. Testing is also conducted on orientation day of each quarter, excluding summer quarter.

The counseling staff at College of The Albemarle is qualified to administer and interpret a variety of group and individual tests. In addition to placement testing, students have the opportunity to take interest, personality, and aptitude measurements as needed during their studies at College of The Albemarle. Students should see the Assistant Dean, Counseling and Placement for testing information.

CAREER RESOURCES CENTER

College of The Albemarle maintains a Career Resources Center which contains information regarding 3,000 colleges and schools, 20,000 occupations, and national labor trends. The Career Resources Center also has self-appraisal guides, interest inventories, and career planning materials for students' use. Information on how and where to look for jobs, how to prepare resumes, and effective interviewing techniques is also provided. The Assistant Dean, Counseling and Placement is available for counseling and assistance in using these career resource materials.

JOB PLACEMENT SERVICE

College of The Albemarle attempts to provide both educational and job placement assistance for its students. College transfer students are assisted by the Student Development counselors and faculty advisors in gaining admission into senior colleges and universities to complete their baccalaureate program. The Placement Office sponsors a College Day each February in which admissions counselors from four-year institutions visit College of The Albemarle to provide transfer information to students.

Students who do not plan to continue their education are urged to register with the Assistant Dean, Counseling and Placement six months prior to their graduation date, regardless of whether or not they plan to seek employment immediately upon graduation. The Assistant Dean, Counseling and Placement regularly trains students in successful job-seeking methods.

Current job listings are posted in the Placement Office and on bulletin boards around campus. Names and addresses of North Carolina and Tidewater Virginia employers are available.

The Placement Office also sponsors a Career Day in which prospective employers are invited to discuss potential job opportunities and employment trends with students.

Students who desire employment are recommended to prospective employers in business and government and notified of vacancies which exist. Upon request by a prospective employer and approval of the student, the student's credentials (personal data, references, and college transcript) are sent to the employer by the Placement Office. Registrants are eligible for interviews with recruiters who come to the Placement Office seeking applicants for jobs.

Students seeking curriculum-related, part-time employment while attending College of The Albemarle, should contact the Director of Cooperative Education. Students can receive academic credit in their major course of study while earning money through the Cooperative Education Program.

There is no charge for any of the services available through the Placement Office.

STUDENT SUPPORT SERVICES

Student Support Services is a federally-funded program which serves students with academic potential who are economically disadvantaged and/or first-generation college students and those who are learning disabled or physically handicapped. The program offers supportive services to a select group of students who may not otherwise show their true academic potential. Academic advisement, no-cost tutoring, child care services, assistance in applying for financial aid, personal development counseling, resource information and guidance, and cultural enrichment activities are facets of the program which increase the likelihood that students will successfully reach their college goals.

The tutorial program is a component of Student Support Services and is available to Student Support Services participants in all regular curriculum courses. The tutorial program is designed to help those students who are having difficulty making satisfactory grades in any particular subject. Students recommended by instructors will tutor those students in need of assistance. Students interested in the tutorial program should contact the Student Support Services Office or the program's Tutor Coordinator.

The child care program, also a component of Student Support Services, is a federally-funded project designed to meet the needs of single parents and/or homemakers who may not otherwise be able to attend classes. Depending upon the availability of funds, the college contracts with local child care providers who meet the standards of the Day Care Services Office to provide child care services to eligible Student Support Services participants enrolled in vocational and technical curricula. Interested students should contact the Student Support Services Office or the program's counselor.

HEALTH SERVICES

The college does not have an elaborate system of health services. However, the Rescue Squad of Pasquotank County is available on call at no cost to the student in case of an emergency. First aid kits are currently available in physical education faculty offices (C 152), the cashier/business office (A 129), the maintenance offices, and certain laboratories. These locations are subject to change. The kits are available for student use; however, *the college does not assume responsibility for the administration of first aid.* The college's *Policy and Procedure Manual* should be consulted for information and procedures for handling accidents and emergencies.

Students have an opportunity to purchase accident insurance when they register. The college strongly recommends that students who enroll in occupational programs or who plan to take physical education activity courses purchase accident insurance.

HOUSING

Many students from other counties and states desire to live in Elizabeth City while attending College of The Albemarle. No dormitory facilities are provided. Students must arrange their own living accommodations. *The college does not assume responsibility for the acquisition, approval, or supervision of such housing.*

STUDENT ACTIVITIES

College of The Albemarle offers students opportunities to participate in a variety of cultural, athletic, and recreational experiences. Students may also participate in governing the college as elective and appointive student government officers and senators. Through financing made possible by student activity fees paid by full-time and part-time students, the Student Senate plans and directs a program which includes such activities as dances, concerts, pig-pickings, melon feasts, charity fund raisers, COA Week festivities, student-faculty sports competitions, and the spring formal, as well as lending financial support to student clubs, organizations, publications, intramurals, and fine arts events.

The student newspapers, *Old Salt* (main campus) and *The Daily Dolphin* (Dare County Center); the yearbook, *Beacon*; and the campus literary magazine, *Argus*, are published by students. Work on these publications gives students an opportunity to explore their own creativity within the media arts, as well as an opportunity to work in editing, advertising, and photography.

Many activities associated with the college's courses of study are also available. Included are the Art Club, Associate Degree Nursing Clubs, Cosmetology Club, Foreign Arts Club, Phi Beta Lambda, and Practical Nursing Club. Others are based on student interest and hobbies, such as the Satyrs, the college drama group; and the Chorale, the college choral group; and the Minorities In Unity club.

Membership in the college's national scholastic fraternity, Phi Theta Kappa, is open to students who show high scholastic standing, character, leadership, and service while at College of The Albemarle.

The college also provides comprehensive drama and musical programs, a convocation series exploring a number of areas of student interest, and fine arts events designed to expose the students, faculty, and community to cultural art forms not usually available in the college's geographic area.

The Department of Health and Physical Education offers an extensive program of intramural sports. Participation in these sports is purely voluntary, and no college credit is awarded. The sports offered in the intramural program are correlated with those taught in the required physical education courses so that students are given the opportunity to practice their skills in actual competition.

VETERANS AFFAIRS

Veterans are invited to take advantage of the student services and educational programs offered by the college. College of The Albemarle cooperates with the Veterans Administration (VA) and the North Carolina Department of Veterans Affairs in assisting veterans and dependents of disabled or deceased veterans. For information and application forms, students should contact local Veterans Affairs offices.

Most curriculum courses listed in the catalog are approved for veterans training, as is the Adult High School Diploma Program. For information concerning approved courses, please contact the Registrar.

All veterans and/or dependents are urged to contact local VA offices or the North Carolina Department of Veterans Affairs offices at least one month prior to enrollment at College of The Albemarle. The Registrar should be contacted for general information concerning VA educational benefits at the time of initial enrollment at the college.

All general regulations contained in this catalog apply to all students. However, there are some special conditions for the enrollment of veterans and/or dependents of veterans.

1. Under laws and/or regulations governing institutions approved for training of veterans and/or dependents of veterans, certain documents must be on file prior to certification of enrollment for educational assistance purposes. *NO ELIGIBLE PERSON WILL BE CERTIFIED UNTIL THE FOLLOWING DOCUMENTS ARE IN THE HANDS OF THE CERTIFYING OFFICIAL:*
   a. Application for admission;
   b. High school transcript or its equivalent (GED); and
   c. Official transcript of all previous education or training.
2. Changing Curriculum: Any deviation from an educational objective approved for VA benefits constitutes a change of program. A Request for Change of Program (VA Form 22-1995) must be filed with the VA at the beginning of the quarter in which the change is anticipated.
3. Address Change: The VA must be notified of any change of address to which assistance checks are mailed. Forms for this purpose are available from the Registrar's Office.
4. Auditing Classes: The VA does not recognize auditing as part of a normal class load. Should a change to audit reduce the course load below the number of hours necessary to be considered a full-time student, the Registrar must notify the VA of such change; and assistance pay will be adjusted accordingly. Following is a chart for determining student status for payment purposes:

   Credit Hour Enrollment:

12 or more	—full time
9-11	—3/4 time
6-8	—1/2 time
less than 6	—tuition only

5. Class Attendance: Students are expected to attend all classes. When excessive absences cause disenrollment by the instructor, the Registrar must notify the VA of a reduced course load, which could affect assistance payments. Attendance reports for veterans and other eligible persons enrolled in vocational curriculums must be submitted to the Registrar on the last class day of each month.
6. Withdrawals: Courses dropped after the official drop period (not to exceed 30 days) which reduce the certified rate of pursuit could result in the reduction in rate of pursuit being retroactive to the beginning of the term. This applies particularly when a non-punitive grade is given by the instructor and no mitigating circumstances exist. Mitigating circumstances as defined by the VA include the following:
   a. Serious illness of the eligible veteran or person;

b. Serious illness or death in the eligible veteran's or person's immediate family; or
c. Immediate family or financial obligations which require a change in terms, hours, or place of employment which precludes pursuit of a course.

7. Special Restriction: Federal regulations prohibit the enrollment of an eligible veteran in any curricula for a period during which more than 85 percent of the students enrolled are having all or part of their tuition, fees, or other charges paid to or for them by the school, the Veterans Administration, and/or by grants from any federal agency.
8. A veteran or other eligible person may not repeat any course for which credit has been granted and use those hours as a part of the VA certification.
9. The school will report unsatisfactory progress at the end of the second term of Conditional Status when the eligible person has failed to reach minimum academic standards. The eligible person will not be recertified until the overall GPA is within the Scale for Determining Satisfactory Academic Progress.

COLLEGE OF THE ALBEMARLE RESERVES THE RIGHT TO CANCEL ENROLLMENT CERTIFICATIONS OF ANY VETERANS AND/OR DEPENDENTS OF VETERANS NOT MAKING NORMAL PROGRESS TOWARD THE EDUCATIONAL OBJECTIVE APPROVED FOR THE VETERANS ADMINISTRATION BENEFITS AS DETERMINED BY APPROPRIATE COLLEGE OFFICIALS.

Records of progress are kept on both veteran and nonveteran students. Progress records are furnished to the students at the end of each scheduled school term.

STUDENT RESPONSIBILITIES, REGULATIONS, AND CONDUCT

1. Admittance to all social events will be by student identification cards.
2. No outside guests, other than a student's date, are allowed at social events.
3. Dress of students and/or their guests should be appropriate for the school function involved.
4. College students are considered to be mature individuals. Their conduct, both in and out of school, is expected to be that of responsible adults in public places. Any and all actions or materials prohibited by federal, state, and city/county law are also prohibited on the COA campus. Common courtesy and cooperation are the basic rules for conduct.
5. The playing of portable radios, tape recorders, and other similar equipment by students in halls, classrooms, labs, student center, and other common areas is prohibited. However, with the approval of an instructor, students may use tape recorders to record lectures and class discussions.
6. The use of skateboards on campus is prohibited.
7. General misconduct by students and/or their guests at school functions will subject students to disciplinary action by the college Disciplinary Committee.
8. Each student is held responsible for information published in the college Catalog, Student Handbook, and announcements placed on student bulletin boards.
9. Students who negligently lose, damage, destroy, sell, or otherwise dispose of college property placed in their possession or entrusted to them will be charged for the full extent of the damage or loss and be subject to disciplinary action.
10. Under no condition will intoxicating liquor (defined as any beverage containing as much as one-half of one percent of alcohol), narcotics, illicit drugs, hallucinogens, barbiturates, or amphetamines be permitted in or on college property. No student organization or club shall purchase, give away, or sell any aforementioned intoxicating bev-

erage or substance. Anyone known to be under the influence of same is prohibited from college property. Additionally, the introduction, possession, sale, exchange, and/or use thereof is considered grounds for dismissal and possible legal action. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.

11. Students who engage in such acts as stealing, cheating, gambling, using profane language, engaging in personal combat, and possessing firearms or dangerous weapons on college property are subject to disciplinary action.
12. Cheating and plagiarism are those processes of utilizing as one's own another's work, words, or ideas. Those processes are not the mark of the competent college student; students who use them are subject to disciplinary action by the college.
13. Personal cleanliness and property cleanliness are important phases of training. Students will be expected to make use of the disposal containers in the halls, student center, shops, and classrooms.
14. No student shall possess or carry, whether openly or concealed, any gun, rifle, pistol, dynamite cartridge, bomb, grenade, mine, powerful explosive as defined in G.S. 14284.1, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, or any other weapon of like kind, not used solely for instructional or school-sanctioned ceremonial purposes, in any college building or vehicle or other property owned, used, or operated by the college.
15. College of The Albemarle honors the right of free discussion and expression. That these rights are a part of the fabric of this institution is not questioned. It is equally clear, however, that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the rights of others cannot be tolerated. Accordingly, it shall be the policy of the college to deal with such disruption, destruction, or interference promptly and effectively but also fairly and impartially without regard to race, religion, sex, and political beliefs.

    Students interested in campus demonstrations information are required to consult with the Dean of Student Development.
16. Any student who, with the intent to obstruct or disrupt any normal operation or function of the college or any of its components, engages or invites others to engage in individual or collective conduct which destroys or significantly damages any college property; which impairs or threatens impairment of the physical well-being of any member of the college community; or which because of its violent, forceful, threatening, or intimidating nature or because it restrains freedom of lawful movement or otherwise prevents members of the college community from conducting their normal activities within the college, shall be subject to prompt and appropriate disciplinary action which may include suspension, expulsion, or dismissal from the college.

    The following, while not intended to be inclusive, illustrate the offenses which are regarded as obstructive and disruptive: (1) occupation of any college building or part thereof with intent to deprive others of its normal use; (2) blocking the entrance or exit of any college building or room therein with intent to deprive others of lawful access to or from, or use of, said building or corridor or room; (3) setting fire to or by any other means destroying or substantially damaging premises; (4) any possession or display of or attempt to threaten to use, for any unlawful purpose, any weapon, dangerous instrument, explosive, or inflammable material in any college building or on any college campus; (5) prevention of, or attempt to prevent by physical act, the attending, convening, contin-

uation, or orderly conduct of any college class or activity or of any lawful meeting or assembly in any college building; (6) blocking normal pedestrian or vehicular traffic on or into any college campus.

COLLEGE DISCIPLINARY COMMITTEE

The purpose of this committee is to hear charges against students accused by any member of the college community of infractions of rules or regulations applying to student behavior, to judge the guilt or innocence of students so charged, and to decide upon action to be taken against students judged to be guilty of such infractions.

The College Disciplinary Committee shall be composed of all current members of the Faculty Executive Committee, a student representative appointed by the current President of the Student Senate, the Dean of Student Development, and the Dean of Instruction. The Dean of Instruction serves as the chairman and votes only in the event of a tie. The Dean of Student Development, as a representative of the student's interests, will be a non-voting member.

DISCIPLINARY PROCEDURES

Any student, faculty member, or administrator may file a written complaint against a student with the Dean of Instruction and may request that the College Disciplinary Committee be convened. The written charge(s) shall include the rule(s) or regulation(s) of student responsibilities, regulations, and conduct which allegedly have been violated. The following procedure will then be initiated:

1. The Dean of Instruction shall distribute copies of the complaint to the committee members and to the student against whom the complaint is lodged and set the time for the committee's meeting. The student's copy of the charges and alleged violations shall be handed to the student by the Dean of Instruction or his/her designee or the copy may be mailed to the student's residence or last known residence.
2. The committee shall be the judge of whether sufficient time has elapsed for the accused to prepare his/her defense.
3. If the student fails to appear at a scheduled hearing and offers no reasonable excuse, the student will be suspended from the college for one quarter. If the student is unable to appear at a scheduled hearing for a valid reason, another hearing date will be set. The student will direct the excuse to the Dean of Instruction.
4. No member of the Disciplinary Committee who has an interest in the case shall sit in judgment. A temporary replacement shall be appointed by the Dean of Instruction except in the event of replacing the Student Senate representative, whose replacement shall be appointed by the President of the Student Senate.
5. At the hearing, the Dean of Instruction shall preside. The Dean of Student Development shall present any information relative to the situation.
6. Both the accused and the accusor shall have the right to make statements in extenuation or rebuttal and to call witnesses on their behalf. Both shall also have the right to question witnesses.
7. Members of this committee shall have the right to call other persons to appear and to question witnesses and the accused.
8. Any member of the college faculty or staff, or any student or group of students, may appear only with prior permission of the committee.
9. The Dean of Student Development may make a recommendation to the committee.
10. The Dean of Instruction shall be responsible for keeping a verbatim record of the hearing (e.g., a

recording). In addition, he/she shall prepare three case summaries of the proceedings. One copy of the case summary shall be kept permanently in the office of the Dean of Instruction, another kept in the office of the Dean of Student Development (to be retained in files separate from student's permanent academic files), and the third shall be for the student. The recording shall be retained by the Dean of Instruction. The Secretary to the Dean of Instruction is authorized to be present at the proceedings for operation of the recorder and to take written minutes for the case summaries.

11. An appeal of a decision by the College Disciplinary Committee may be made in writing to the President of College of The Albemarle within three calendar days after the student has received the case summary.

STUDENT GRIEVANCE PROCEDURES

I. Grievance Procedures on the Informal Level

A. A student who thinks that he or she has received unfair or improper treatment should address the problem informally through discussion with the faculty member, staff member, or administrator involved. In certain situations, however, the student may feel more comfortable in first discussing the problem with one of the Student Development counselors. This discussion should be to determine the necessary procedures to solve the problem at the lowest level.

B. If this discussion does not resolve the situation, the student should request input from the immediate supervisor of the person involved. If the grievance involves a faculty member, the student should discuss the problem with the departmental chairperson; if the grievance involves a staff member or administrator, the student should discuss the problem with the appropriate dean; and if the grievance involves a dean, the student should discuss the problem with the college president.

II. Grievance Procedures on the Formal Level

A. A student who is not satisfied with the resolution reached at the informal level may submit a formal grievance in writing to the appropriate dean. This document must be submitted within twenty (20) days after the alleged grievance occurred. The grievance must be dated and signed by the student and must include the following:

1. A detailed description of the grievance and the facts related to the grievance;
2. An identification of the person, policy, or procedure against whom or what the grievance is filed;
3. An explanation of the steps taken in an effort to resolve the grievance at the informal level; and
4. A description of the student's idea of a satisfactory resolution.

B. The dean will review the grievance, make such inquiries as he or she deems appropriate, and provide the student with a written response within fifteen (15) working days. The decision will include:

1. A disposition of the grievances and discussion of the steps taken in the inquiry; and
2. Subsequent appeals steps possible for the student, such as pursuit of the grievance through discussion with the college President and/or appropriate college committees.

III. Appropriate Channels for Appealing Grievances at the Formal Level

A. A student who has an unresolved complaint involving a faculty member or a problem concerning an academic matter should submit a grievance to the Dean of Instruction.

B. A student who has a problem concerning a non-academic matter or a problem dealing with federal regulations concerning the handicapped (Section 504 of the Rehabilitation Act of 1973) should submit a grievance to the Dean of Student Development.

C. A student who has a problem involving sexual harassment or discrimination (Title IX of the Education Amendments of 1972) or affirmative action should contact the Director of Planning and Development, who also acts as the Affirmative Action Officer.

STUDENT RECORDS — CONFIDENTIALITY AND RELEASE

College of The Albemarle recognizes the importance of exercising responsibility in the maintenance and security of all student records. In order to meet that responsibility and the requirements of the Family Education Rights and Privacy Act of 1974, as enacted by Congress, the college makes the following information known.

I. Types of educational records and information which directly relate to students and which are maintained by the college:

A. *Permanent Student Files*: transcripts of work at other institutions, health forms or records, recommendation letters, placement test profiles, application and residency forms; and

B. *Transcripts*: academic record of all courses taken while enrolled at the college.

II. The official responsible for maintaining each type of record, the persons who have access to those records, and the purpose for which they have access are as follows:

A. The Registrar: responsible for maintaining student files and transcripts;

B. The permanent clerical staff in the Student Development Office: access to the files for maintenance purposes;

C. The counselors and faculty advisors: access to the files for use in academic advisement;

D. Members of the Academic Appeals Committee: access when a case comes before the committee; and

E. Other authorized college committees: access whenever the nature of their responsibility requires access to student records (e.g., determining awards at graduation, etc.).

III. The policy of the college for reviewing, maintaining, and expunging records is as follows:

A. As a matter of policy, the institution destroys all student records except the official transcript five (5) years after the student leaves the college.

B. Parents and legal guardians of independent students 18 years of age or older do not have a right to view student records, grades, tests scores, etc., unless written consent of the student is received. Parents of dependent students as defined in section 152 of the Internal Revenue Code of 1954 may review student records without the written consent of the student.

C. Requests for student transcripts will not be honored as long as the student has any outstanding debt to the college.

D. Official transcripts and placement files will be forwarded *only upon the written request of the student.*

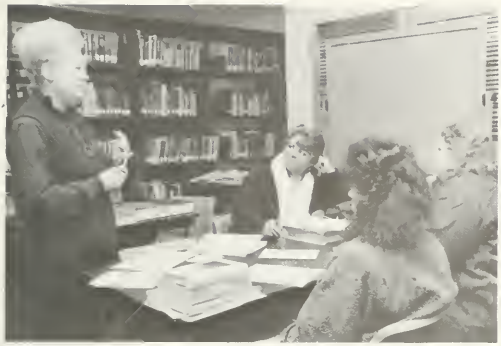
E. Whenever it is requested that grades and records of students be released to faculty or to any agency, written permission must be obtained from the student except as outlined in II preceding. Forms for this purpose are available in the Registrar's office.

F. Instructors may post final exam and end of course grades provided numerical codes are used, unless students notify their instructors five (5) class days before the end of the quarter that they do not wish their grades posted.

IV. The procedures established by the college providing access to student records are as follows:

A. Upon receipt of a written request from the student, the Registrar shall within thirty (30) days:
1. Allow the student to inspect and review the permanent file and transcript;
2. Provide the student with copies of the material at a cost of $.50 per page if the student so desires;
3. Interpret the records to the student; and
4. Allow the student to challenge, in writing, the content of the files. Upon receipt of the challenge, the Registrar shall conduct a hearing at which time any materials found to be inappropriate or misleading will be corrected. Students also shall have the opportunity to insert into their file any written explanations they deem appropriate.

B. College of The Albemarle considers the following "Directory Information" and will release such information unless each student notifies the Registrar in writing within the first three class days of each quarter:
1. Name, address, and phone number;
2. Date and place of birth;
3. Programs of study;
4. Participation in officially recognized activities;
5. Dates of attendance;
6. Degrees and awards received;
7. The most recent previous educational agency or institution attended by the student; and
8. Graduation honors.



ACADEMIC REGULATIONS

THE CATALOG AND THE STUDENT'S PROGRAM

The catalog of College of The Albemarle is issued every two years. It provides a description of the operation of the college and of the regulations which pertain to academic matters.

Ordinarily students may expect to be allowed to secure a diploma or degree in accordance with the curriculum requirements outlined in the catalog in force when they first entered the college or in any subsequent catalog published while they are students. The faculty and administration, however, reserve the right to make changes in curricula and in regulations at any time when they judge changes to be in the best interest of the students and of the college. If students choose to meet the requirements of a catalog other than the one in force at the time of original entrance, they must meet all requirements of the catalog they elect. Students who change their programs of study must meet the requirements of the catalog in force at the time of the change.

Faculty and counselors will make every attempt to give effective guidance to all students; however, *the final responsibility for meeting all academic requirements rests with the student.*

ASSOCIATE DEGREE GRADUATION REQUIREMENTS

I. General Statement

A. General Requirements

The college awards the degrees listed below to persons who have fulfilled the following requirements:

1. At least 96 credit hours must be completed with at least a C (2.0) average. If students, as a result of placement tests or grades, are found to be deficient in math, English, and/or reading skills, they will be required to take appropriate developmental courses. In this case, the total number of hours will exceed 96.
2. Courses with a two-digit course number are not applicable toward any degree.
3. Courses with a four-digit course number or a "D" prefix are not applicable toward the Associate in Arts, the Associate in Science, or the Associate in Fine Arts degree.
4. All of the requirements listed in the appropriate catalog (see above section) must be completed.
5. Of the last 45 hours of work completed for a degree, *at least 36 must be completed at the college.*
6. Any individual who has served in the Armed Forces of the United States of America for a minimum of eighteen (18) months of active duty or who is eligible for veterans benefits is exempt from the physical education requirements. Elective hours are required in substitution of the waived physical education hours.

B. Other Requirements

1. Degrees will not be awarded to students with financial obligations to College of The Albemarle.
2. Candidates for degrees and diplomas *must* participate in graduation exercises and pay the graduation fee.

II. Associate Degree Requirements

A. Requirements for *Associate in Arts, Associate in Science, and Associate in Fine Arts* degrees are outlined in the *PROGRAMS OF STUDY* section of this catalog under College Transfer Programs.

B. Requirements for the *Associate in Applied Science* degree are outlined in the *Programs of Study* section of this catalog under Technical Programs.

VOCATIONAL DIPLOMA REQUIREMENTS

A diploma is awarded the student who successfully completes a prescribed vocational program of study which is at least four quarters in duration. (See the section in this catalog entitled PROGRAMS OF STUDY for specific diploma requirements).

CERTIFICATE REQUIREMENTS

A certificate is awarded the student who successfully completes a program of instruction which is three quarters or less in duration.

CREDIT FOR MILITARY SCHOOLS

The college grants credit where applicable for military service schools in accordance with the recommendations of the American Council on Education's *GUIDE TO THE EVALUATION OF EDUCATIONAL EXPERIENCES IN THE ARMED SERVICES.* Credit recommended must be consistent with the requirements and objectives of a curriculum in order to be granted. Students wishing to have a military school record evaluated for credit must see the Registrar to complete the required application.

CREDIT BY EXAMINATION

1. College Level Examination Program (CLEP) — Subject Examinations

These examinations represent end-of-course examinations developed by the Educational Testing Service for certain widely taught undergraduate courses generally taken during the first two years of college. The tests measure understanding of basic facts and concepts as well as the ability to apply such understanding to the solution of problems and the interpretation of materials.

College credit is granted for CLEP Subject Examinations contingent upon the following:

A. Examinee must score at or above the score recommended by the Council on College Level Examinations;

B. Credit will be granted only for those Subject Examinations which parallel courses appearing in the college catalog in force at the time a student applies for credit;

C. Credit hours granted for a Subject Examination will be the same amount of credit which the college grants upon successful completion of the equivalent course or sequence of courses (e.g., If an examinee successfully passes the American History Subject Examination, which covers the equivalent of the course work, he/she would receive nine quarters hours of credit.);

D. Total credit granted for Subject Examinations shall not exceed 45 quarter hours; and

E. Credit for Subject Examinations is not granted until the examinee has enrolled as a student at College of The Albemarle and passed twelve credit hours with a 2.0 ("C") or better grade point average.

College of The Albemarle is not authorized to award credit for CLEP General Examinations.

The office of Student Development has additional information regarding CLEP Subject Examinations.

II. College of The Albemarle Proficiency Examinations

These examinations function as a method for obtaining credit by examination in subjects not covered by CLEP Subject Examinations. A student may present a request to receive credit for a course by an examination to an instructor who has knowledge of the student's ability or who feels the student's background should enable the student to pass the examination. An examination, agreed upon by a majority of the members of the department involved, must be prepared following the request of the student, administered before the last day for adding courses, and graded by two department members.

The examinee will not receive a letter grade or quality points; however, "credit by examination" will be entered on the student's transcript. The hours will be counted toward graduation but will not be counted in computing a grade point average.

The student can request to receive credit for a given course by way of a proficiency examination only one time. Subsequent attempts to receive credit must be via regular enrollment in the course.

Students should contact the office of Student Development for additional information.

GRADING SYSTEM

Students receive grades in each course at the end of the quarter. Instructors, using numerical codes, post grades outside their offices shortly after final grades are determined. Grade slips are mailed to students within a few days after the end of each quarter.

The system of grades is as follows:

Grade	*Interpretation*	*Quality Points Per Quarter Hour*
A	Superior	4
B	Good	3
C	Average	2
D	Poor, but passing	1
F	Failure	0

I Incomplete — a deficiency in the quantity of work accomplished. Given only when circumstances do not justify giving a specific grade. Must be removed by the end of the quarter following the one in which the Incomplete (I) was received, regardless of whether or not the student is officially enrolled (includes the summer quarter). If not removed within this time, the Incomplete (I) becomes a Failure (F).

AUDIT Will be interpreted as an official statement of intent to audit the course at the time of registration.

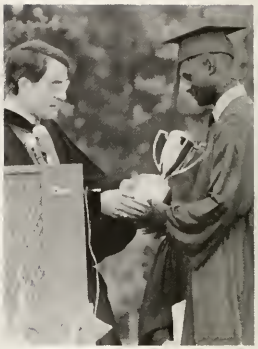
W Voluntary withdrawal by the student for unavoidable reasons as determined by the Office of Student Development or administrative disenrollment by the instructor. Student Development counselors may assign grades of "W" until the end of the fifth week following the first day of classes for any quarter. Thereafter, instructors assign all grades.

A few courses offered by the college are graded on a pass (P), repeat (R) basis. This is indicated in the course descriptions.

ACADEMIC HONORS

I. Dean's List
To qualify for the Dean's List, a student must pass a minimum of 12 quarter hours of course work and attain at least a 3.50 grade point average, with no grade being below a "C."

II. Commencement Marshals
Rising sophomores who have maintained the highest quality point average during their freshman year are honored by being named Commencement Marshals. The marshal who has the best academic record is designated Chief Marshal.



III. The President's Service Cup
The President's Service Cup is awarded by the President of College of The Albemarle at the spring or summer graduation to the candidate for graduation who has contributed the most in services to the college. Student nominations are made by a committee composed of the department chairpersons, club advisors, and Student Development staff. Selection of the student is made by a vote of the faculty and administrative staff.

Names of nominees will be submitted to the Dean of Instruction's office. Pertinent graduation information will be checked with the Dean of Student Development and the names of eligible nominees will be sent to faculty and staff. Votes will be returned to and processed by the Dean of Instruction.

IV. Honor Seals
The college, in an effort to recognize those candidates for graduation who have excelled academically, awards Honor Seals on degrees or diplomas in accordance with the cumulative grade point average noted below. The appropriate citation is also read upon awarding the degree or diploma at the graduation exercise.

Honor Seal	**GPA**
summa cum laude (with highest honors)	3.85-4.00
magna cum laude (with high honors)	3.70-3.84
cum laude (with honors)	3.55-3.69

V. Who's Who Among Students in American Junior Colleges
All COA students who meet the GPA and credit hour requirements listed below are notified of their eligibility and of details regarding application for membership in Who's Who. To be selected, applicants must have a 3.0 GPA; have earned sophomore status with a minimum of 42 credit hours toward a college transfer or technical program; be approved by two faculty/staff members; submit a completed Who's Who nomination form; and be participating members of a college club, publication staff, or intramural team.

POLICY FOR ENCOURAGING ACADEMIC PROGRESS

This policy for encouraging academic progress has three goals: (1) prevention of failure; (2) remediation; and (3) as a last resort, exclusion from a program or the college. It applies to all full-time and part-time curriculum students.

To impress upon students the necessity of maintaining a good academic record, the college has established the following methods for informing students about academic concerns:

(1) *Academic Alert*
This is a non-punitive method with the purpose of alerting students, counselors, and instructors to potential academic problems. Academic alert means that students will be notified of their status and will be required to report to their counselor or advisor who will attempt to identify the causes of poor academic performance, suggest ways to improve, and may suggest alternative programs for which the student is better qualified. See Notice #4 below.

Students will be placed on Academic Alert if they have less than an overall 2.0 GPA for any one quarter.

(2) *Conditional Status*
Students will be placed on Conditional Status if they fail to meet the requirements of the following Academic Progress Scale:

Credit Hours Attempted	Minimum GPA
0-16	1.00
17-32	1.25
33-48	1.50

49-64	1.75
65-80	1.90
81 and above	2.00

This scale does not apply to summer school. Summer school performance will be computed and counted in the cumulative GPA in the succeeding quarter. Exception: This scale does apply every quarter for students receiving educational assistance under the G.I. Bill.

Notice #1: Students on Conditional Status may enroll for a maximum of 12 credit hours.

Notice #2: The status of students transferring to COA will be determined by computing the GPA on all hours attempted at other colleges. Following the first quarter at COA, the status will be determined by considering only hours attempted at COA.

Notice #3: Students transferring from COA should be aware that the receiving institution may include all college work ever attempted in computing GPA.

Notice #4: Students enrolled in developmental courses who are on Academic Alert or Conditional Status are encouraged to meet with the Director of Student Support Services at the beginning of the quarter and more often if necessary.

(3) *Academic Suspension*

Students who are unable to meet the requirements of the Academic Progress Scale after two consecutive quarters of Conditional Status will be academically suspended or directed to a more appropriate program offered by the college. Any student who fails to fulfill the conditions set forth under Conditional Status will be suspended immediately. Vocational students who do not pass at least one-third of their work on an hourly basis may be excluded from registering for the next quarter or may be placed on probation.

Conditional Status II students who earn a 2.5 GPA at the conclusion of any quarter may be continued by the Dean of Student Development as a Conditional Status II student for the next quarter without being suspended or without appealing their suspension to the Academic Appeals Committee. Unless they bring their average up to the minimum GPA on the Academic Progress Scale, students who fail to earn a 2.5 GPA in any quarter thereafter will be suspended but still maintain the right to appeal.

Suspended students who enroll in summer school and increase their overall GPA to meet the minimum standards will not have to appeal their suspension to the Academic Appeals Committee.

APPEALS OF SUSPENSION

The Academic Appeals Committee is composed of the Instructional Council Executive Committee, the Dean of Instruction, and the Dean of Student Development — all being voting members. In addition, faculty members who serve as advisors to students making appeals are consulting members of the committee, which considers letters of appeal from students who have been suspended because of unsatisfactory academic progress. All letters from suspended students must be received by the Dean of Student Development no later than noon of the second day of classes of the quarter following suspension. The committee meets at 10:00 a.m. on the third or fourth class day of the quarter, whichever falls on a Monday, Wednesday, or Friday. A quorum of three committee members is necessary for the committee to consider appeals. It is chaired by the Chairperson of the Faculty Executive Committee.

The Dean of Student Development is responsible for distributing letters of appeal and students' transcripts to members of the Academic Appeals Committee prior to an assigned meeting. Students wishing to appeal their suspension must submit a written appeal, which includes their home address and telephone number, to the Dean of Student Development. The Dean will notify the students of the date, place, and time the committee will discuss their appeal. Students may appear before the committee and speak in their own behalf.

COURSE LOAD

Sixteen credit hours of college work is considered the normal student load. Permission must be obtained from the Dean of Student Development for scheduling more than eighteen hours of work.

A student enrolled in at least twelve hours of work is considered a full-time student. For students to gain sophomore status at the college, they must earn a minimum of 42 credit hours.

COURSE REPETITION POLICY

A course may be repeated for credit only if the previous grade made was a "B" or below. When a course is repeated, both the original grade and the repeat grade will be recorded on the official transcript. All grades will be used in computing the grade point average. A course may be taken three times on an audit basis.

CLASS ATTENDANCE POLICY

College of The Albemarle regards class lectures, demonstrations, discussions, and other in-class experiences as vital ingredients of the educational process which can hardly be compensated for through out-of-class make-up work. Therefore, students who miss more than 10 percent of the classes in a course may be disenrolled from that course if the absences are unexcused. Excused absences include school-related activities which have been approved by the instructor, military training, illness on the part of the student, or serious family problems requiring the student's attention. To qualify for excused status, however, verification such as a physician's statement may be required. Students who become ill or are otherwise prevented from attending classes should inform their instructors at the earliest opportunity. Failure to do so may result in disenrollment from the course.

DROPPING AND ADDING COURSES

At the beginning of each quarter, there is a scheduled period in which students may drop and add courses. The time limit for these changes is published in the academic calendar which appears in the front of the college catalog. Students wishing to change their schedules should consult with their advisor or counselor. However, it should be noted that students are advised to exercise good judgment and concern when registering with their advisor or counselor so that a class schedule can be devised in which no changes will be needed for the duration of the quarter.

During the first week of classes and if the advisor or counselor agrees that a change is in order, the drop/add form, called a Registration Change Notice, is completed and signed by the student's advisor or counselor and the student. In addition, all financial aid students must have Registration Change Notices approved by the Assistant Dean of Student Financial Aid. Finally, all such changes must be approved by the Registrar and validated by the Cashier.

From the second through the fifth week of classes, students dropping courses must see their instructors. Instructors will then complete a Registration Change Notice form. The student must take the form to the Student Development Office.

DIRECTED STUDY

Sometimes referred to as independent study, directed study may be available for candidates for graduation who are in their last quarter of attendance and may need one course which is not being taught that quarter. A directed study may also be granted to the student who is in his/her last quarter of attendance but plans to transfer at the end of that quarter.

It should be emphasized that directed study is designed for the exceptional student, one who can follow minimal direction and assistance from an instructor as well as one who has a GPA of 3.0 or higher. Such study is an exception to the rule, subject in part to the instructor's teaching load.

Directed study must be approved first by the Dean of Student Development. Forms are available in the Student Development Office. It is the student's responsibility to initiate, consult, and obtain the appropriate faculty-staff signatures on the *REQUEST FOR DIRECTED STUDY* form before the last day to add in the quarter. The completed form, excluding the directed study course, must be accompanied by the student's completed Registration form.

COURSE SUBSTITUTIONS

Under certain circumstances, it is necessary for students to request a course substitution for a stated graduation requirement. Forms for this purpose are available in the Student Development Office.

CURRICULUM CHANGES

There are times when students' aptitudes and interests may be better served by a change of curriculum. Should a change in curriculum become advisable, students should consult with their advisor or counselor to explore the possibilities of alternative curricula which might better serve their aptitudes and interests.

Because of the unique nature of each program, students requesting transfer credit will have their academic record evaluated in terms of their goals. Credit and quality points in transfer will be granted by the Dean of Student Development only for those courses that are applicable in the new curriculum, and the student will be held accountable for those courses which are "common" in both their old and new curricula.

WITHDRAWAL FROM COLLEGE

Students who withdraw from the college must confer with their advisor or counselor to complete the withdrawal sections of the Registration Change Notice. Financial aid recipients must also confer with the Assistant Dean of Student Financial Aid. To ensure that all obligations to and withdrawals from the library are accounted for, the Director of the Learning Resources Center must also sign the form.

PROGRAMS OF STUDY

COLLEGE TRANSFER PROGRAMS

College transfer programs are designed to provide academic course work which is transferable to senior institutions. If properly selected, course work should transfer without loss of credit and the student should be granted junior status at a senior institution after graduation from College of The Albemarle. *Students who are undecided about their four-year degree objective should consult one of the Student Development counselors.*

College of The Albemarle provides professional counseling and faculty consultation to help students plan their programs for transfer to the college or university of their choice. Students should realize that requirements vary at senior institutions; therefore, they should consult the catalog of the institution to which they plan to transfer. *Final responsibility for selecting the proper courses rests with the student.*

Students enrolled in college transfer programs should understand that College of The Albemarle, as a comprehensive community college, offers only the first two years toward a bachelor's degree. Because of this, junior-level and senior-level "major" courses will be taken at the four-year college or university to which the student transfers.

I. Programs of Study

Pre-Agriculture	(C-001)
Pre-Art	(C-003)
Pre-Business Administration	(C-004)
Pre-Business Education	(C-026)
Pre-Computer Science	(C-040)
Pre-Dental	(C-005)
Pre-Drama	(C-006)
Pre-Elementary Education	(C-020)
Pre-Engineering	(C-007)
Pre-Forestry	(C-008)
Pre-Law	(C-010)
Pre-Liberal Arts	(C-011)
Pre-Mathematics	(C-012)
Pre-Medical	(C-013)
Pre-Music	(C-015)
Pre-Pharmacy	(C-017)
Pre-Science	(C-018)
Pre-Secondary Education	(C-028)
Pre-Social Work	(C-019)
Pre-Veterinary	(C-021)

II. Associate Degree Requirements

A. Associate in Arts Degree

	Qt. Hrs.
English Composition (ENG 101, 102, 103)	9
Mathematics (MAT 111 or higher)	9
Natural Science	12
Humanities	18
Social Science (HIS 101, 102, 103 required)	15
Health & Phy. Ed. (3 hrs. activity courses required)	6

Electives to complete at least 96 credit hours

B. Associate in Science Degree

	Qt.Hrs.
English Composition (ENG 101, 102, 103)	9
Mathematics (MAT 121 or higher)	18
Natural Science	24
Humanities	9
Social Science (HIS 101, 102, 103 required)	9
Health & Phy. Ed. (3 hrs. activity courses required)	6

Electives to complete at least 96 credit hours

C. Associate in Fine Arts Degree

	Qt. Hrs.
English Composition (ENG 101, 102, 103)	9
Mathematics (MAT 111 or higher) and/or Natural Science	6
Humanities	12
Social Science (HIS 101, 102, 103 required)	9
Physical Education Activity Courses	3
Professional Courses	36-54
ART: ART 100,101,102,103, 104,105,106,107, 108,110 and DFT 101	42
or	
DRAMA: SPH 101,102,103,201 DRA 117,118,119,121, 122,123,124,130, 131	39
or	
MUSIC: MUS 102,103,104,202,203, 204,105,106,107, 205,206,207,117,118, 119,217,218,219	36
Voice, Piano, or Organ	12-18
Electives to complete at least 96 credit hours	

III. Definitions

A. Humanities
Music, art, drama, speech (except SPH 103), literature, and foreign language

B. Natural Sciences
Biology, chemistry, physics, and physical science

C. Social Sciences
Economics, geography, history, political science, psychology, sociology, and education

D. Electives
All college transfer courses. Certain BUS, DFT, and EDP courses may be used as electives. Such courses are indicated in their course descriptions.

TRANSFER AGREEMENTS

In an effort to provide students enrolled in college transfer and certain technical programs with accurate information concerning transferability of courses, the Student Development Office maintains a complete and detailed listing of institutions with transfer agreements. A specific articulation agreement with Elizabeth City State University is available for review in the Student Development Office. Other course transfer listings are also available for the following institutions: East Carolina University, UNC-Chapel Hill, UNC-Greensboro, UNC-Wilmington, and North Carolina State University. Direct transfer information is available on Appalachian State University's Bachelor of Technology degree. Students who plan to transfer to any North Carolina private colleges are encouraged to visit the Student Development Office for additional information..

GENERAL EDUCATION (G-020)

Associate in General Education Degree

This program is designed to serve individuals who would like to expand their knowledge of our culture, to enrich their personal lives, and to improve their understanding of the world today. It is designed as a two-year terminal program for students who are interested in a basic exposure to the liberal arts but who would like to tailor their program to personal interests rather than to specific professional requirements.

I. Required Course
Quarter Hours

A. English and Literature		12
1. ENG 101, 102, and 103	9	
2. One course in American or English Literature	3	

B. Fine Arts 6-7
   1. One three-hour course from one of the following areas: 3-4
      a. Art
      b. Music
      c. Drama
   2. SPH 102 or 201 3

C. Social Science 12
   1. Any three 100- or 200-level courses from the following areas: 9
      a. History
      b. Geography
      c. Political Science
   2. One 100- or 200-level course from one of the following areas: 3
      a. Psychology
      b. Sociology

D. Mathematics and Science 6-9
   1. Mathematics 3-5
      a. Any mathematics or technical mathematics course
      b. MAT 107 — Business Mathematics
   2. Science — Any 100-level course from the following areas: 3-4
      a. Biology
      b. Chemistry
      c. Physics
      d. Physical Science

Total Required Courses 36-39

II. Electives 57-60
100- or 200-level courses or courses prefixed with D may be taken as electives.

Total Credit Hours Required for Graduation 96

TECHNICAL PROGRAMS

Technical programs are designed to prepare students for entry-level jobs in paraprofessional fields. With experience, many technicians move into professional and managerial positions. Students enrolled in technical programs, in addition to taking courses that are occupational in nature, take general education courses.

Technical programs are designed for entrance into employment and not for transfer to a senior institution. However, certain courses in the technical programs may be accepted for transfer credit by a four-year college or university.

Most technical programs are two years in duration and lead to the Associate in Applied Science degree. The following pages detail technical program requirements. Deviations from the requirements must be approved by the appropriate department chairperson, the Associate Dean of Occupational Education, and the Dean of Instruction.

ADMINISTRATIVE OFFICE TECHNOLOGY (T-030)

Associate in Applied Science Degree

This curriculum prepares individuals to perform secretarial and administrative support duties in a variety of offices including those offices with computerized, automated functions.

Students in this curriculum study keyboarding and word/information processing to develop skills necessary in the preparing of business correspondence, reports, statistical copy, manuscripts, and business forms. Administrative support courses emphasize typical office tasks such as scheduling appointments, composing correspondence, and performing reprographic duties. Training is also provided in analyzing and coordinating office duties and systems. Skills and knowledge are

taught in the areas of electronic document storage and retrieval and computer software utilization.

Graduates of the program may be employed in offices in private business establishments involved in retailing, marketing, advertising, and manufacturing as well as in offices in local, state, and federal government.

First Year

			Class	Lab	Cr. Hrs.
First Quarter					
*BUS	101	Elementary Keyboarding/ Typewriting	3	2	4
BUS	106	Introduction to Business	5	0	5
BUS	110	Filing	3	0	3
ENG	101	English Composition I	3	0	3
HUM	123	Introduction to Humanities	3	0	3
					18
Second Quarter					
BUS	102	Intermediate Keyboarding/ Typewriting	2	3	3
BUS	111	Elementary Shorthand	5	0	5
EDP	101	Introduction to Computers	3	2	4
MAT	107	Business Mathematics	5	0	5
ENG	102	English Composition II	3	0	3
					20
Third Quarter					
BUS	103	Advanced Keyboarding/Typewriting	2	3	3
BUS	108	Personal Finance	5	0	5
**BUS	109	Inter-Personal Relations	3	1	3
BUS	112	Intermediate Shorthand	3	2	4
		Elective (General)	3	0	3
					18
Summer Quarter					
BUS	210	Electronic Calculators	1	2	2
ECO	201	Principles of Economics I (MQ I)	3	0	3
**ECO	202	Principles of Economics II (MQ II)	3	0	3
EDP	136	Microcomputer Operations	3	3	4
					12

Second Year

First Quarter					
BUS	113	Advanced Shorthand	3	2	4
BUS	115	Business Law I	3	0	3
BUS	221	Transcription I	3	2	4
		Elective (General)	3	0	3
		Elective (Soc. Sci. or Humanities)	3	0	3
					17
Second Quarter					
BUS	222	Transcription II	3	2	4
BUS	124	Payroll Accounting	3	0	3
EDP	204	Electronic Word Processing	3	0	3
ENG	209	Business Communications	3	0	3
SPH	102	Voice and Diction	3	0	3
					16
Third Quarter					
***BUS	212	Bookkeeping	3	2	4
BUS	213	Typewriting for Speed	3	1	3
BUS	214	Office Procedures	3	2	4
BUS	223	Transcription III	3	2	4
BUS	271	Office Management	3	0	3
					18
Total Credit Hours Required for Graduation					119

* Elective hours may be substituted for Elementary Keyboarding/Typewriting if performance on proficiency tests in this skill indicates that the student may be exempt.

** Six hours of Cooperative Education or BUS 264 may be substituted for BUS 109 and/or ECO 202.

*** BUS 203 may be substituted.

ASSOCIATE DEGREE NURSING (T-059)

Associate in Applied Science Degree

The Associate Degree Nursing curriculum is designed to prepare graduates to integrate the principles and theories of nursing and the sciences in utilizing the nursing process in the practice of nursing. The practice of nursing by Associate Degree Nursing graduates consists of: (1) assessing the patient's physical and mental health, including the patient's reaction to illness and treatment regimens; (2) recording and reporting the results of the nursing assessment; (3) planning, initiating, delivering, and evaluating appropriate nursing acts; (4) teaching, delegating to, or supervising other personnel in implementing the treatment regimen; (5) collaborating with other health care providers in determining the appropriate health care for a patient; (6) implementing the treatment and pharmaceutical regimen prescribed by any person authorized by State law to prescribe such a regimen; (7) providing teaching and counseling about

the patient's health care; (8) reporting and recording the plan for care, the nursing care given, and the patient's response to that care; and (9) supervising, teaching, and evaluating those who perform or are preparing to perform nursing functions.

Graduates are eligible to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a registered nurse.

Individuals desiring a career in Registered Nursing should take biology, algebra, and chemistry courses prior to entering the program.

College of The Albemarle's seven-quarter Associate Degree Nursing program admits students each September. Students secure a college-level education with the privileges and responsibilities as students in the total student body. They share in social and cultural aspects of college life while developing as individuals, citizens, and nurses.

Clinical components of the major nursing courses are carefully planned around current nursing theory. Nursing faculty select, guide, and evaluate learning experiences in hospitals and other agencies. Present affiliations include Albemarle Hospital, Pasquotank County Health Department, Portsmouth Naval Hospital, Norfolk General Hospital (Burn Center), Maryview Psychiatric Hospital and Community Mental Health Center, Winslow Memorial Home, and Chesapeake General Hospital.

Rather than complete the program in seven consecutive quarters, a student may choose to complete the requirements over a three-year period, taking the general college courses the first year and nursing courses the next two years. General education courses required in the nursing program may be transferred to a senior institution and applied toward a baccalaureate degree.

Students who have never had a course in chemistry are encouraged to enroll in D-CHM 100 Basic Chemistry during the summer quarter preceding the fall quarter of their first year as an ADN student.

General education courses required in the ADN curriculum may be taken prior to admission to the nursing program and in a sequence different from that stated above. Students should note certain prerequisite and/or corequisite courses required for various nursing courses. Students who have taken general education courses required in the ADN curriculum will have their records reviewed on an individual basis in an effort to give them as much credit as possible within the new curriculum.

First Year Level I

			Class	Lab.	Clin. Pract.	Cr. Hrs.
First Quarter						
NUR	101	Basic Concepts in Nursing	6	6	0	9
BIO	201	Anatomy & Physiology I	3	3	0	4
PSY	201	General Psychology I	3	0	0	3
SOC	201	Introduction to Sociology	3	0	0	3
						19
Second Quarter						
NUR	102	Medical Surgical Nursing I	4	2	12	9
BIO	202	Anatomy & Physiology II	3	3	0	4
PSY	202	General Psychology II	3	0	0	3
PHM	101	Pharmacology I	3	0	0	3
						19
Third Quarter						
NUR	103	Medical Surgical Nursing II	4	2	12	9
BIO	203	Anatomy & Physiology III	3	3	0	4
PSY	231	Child Growth & Development	3	0	0	3
PHM	102	Pharmacology II	3	0	0	3
						19
Summer Quarter						
NUR	104	The Emerging Family	4	2	12	9
		Elective	3	0	0	3
						12

Second Year Level II

First Quarter						
*NUR	202	Child Health Nursing	4	0	15	9
NUR	205	Issues in Nursing	4	0	0	4
ENG	101	English Composition I	3	0	0	3
		Elective (Humanities)	3	0	0	3
						19

Second Quarter						
*NUR	203	Psychiatric/Mental Health Nursing	4	0	15	9
NUR	206	Leadership Principles & Management of Patient Care	3	0	0	3
ENG	102	English Composition II	3	0	0	3
						15
Third Quarter						
*NUR	204	Medical Surgical Nursing III	4	0	15	9
**NUR	211	Test Taking Strategies for Nursing Students, Part II	2	0	0	2
HEA	223	First Aid & Safety	3	0	0	3
						14
Total Credit Hours Required for Graduation						117

* NUR 202, NUR 203, and NUR 204 are offered each quarter.
** D-NUR 210 Test Taking Strategies for Nursing Students, Part I may be taken as an optional course.

BANKING AND FINANCE (T-112)

Associate in Applied Science Degree

The Banking and Finance curriculum is designed (1) to prepare the individual to enter the banking and finance industries, (2) to provide an educational program for the banking employees wanting to receive American Institute of Banking certificates, and (3) to provide an educational program to upgrade or retrain individuals presently employed in the banking or finance industry.

These purposes will be fulfilled through study in areas such as banking and finance principles, theories, and practices; lending and collections procedures; and financial analysis, marketing, and public relations.

This curriculum will provide the opportunity for an individual to enter a variety of banking or finance jobs in retail banks, commercial banks, government lending agencies, mortgage banks, and credit companies.

The curriculum includes American Institute of Banking (AIB) course numbers and is approved for certification by American Institute of Banking.

Note: AIB certification applies only to current banking employees.

First Year

			Class	Lab	Cr. Hrs.
First Quarter					
BUS	106	Introduction to Business	5	0	5
ENG	101	English Composition I	3	0	3
		Elective (Mathematics)	3	0	3
		*Specialized Course	3	0	3
		*Specialized Course	3	0	3
					17
Second Quarter					
**BUS	101	Elementary Keyboarding/ Typewriting	3	2	4
BUS	115	Business Law I	3	0	3
ENG	102	English Composition II	3	0	3
PSY	201	General Psychology I	3	0	3
		*Specialized Course	3	0	3
		*Specialized Course	3	0	3
					19
Third Quarter					
MAT	107	Business Mathematics	5	0	5
BUS	116	Business Law II	3	0	3
***BUS	229	Taxes	3	2	4
PSY	202	General Psychology II	3	0	3
		*Specialized Course	3	0	3
					18
Summer Quarter					
***BUS	210	Electronic Calculators	1	2	2
ECO	201	Principles of Economics I	3	0	3
EDP	101	Introduction to Computers	3	2	4
					9

Second Year

First Quarter					
BUS	203	Principles of Accounting I	3	3	4
ECO	202	Principles of Economics II	3	0	3
SPH	201	Public Speaking	3	0	3
		Elective (General)	3	0	3
		*Specialized Course	3	0	3
		*Specialized Course	3	0	3
					19
Second Quarter					
BUS	204	Principles of Accounting II	3	3	4
BUS	219	Real Estate Finance	5	0	5
ECO	203	Principles of Economics III	3	0	3
TEC	201	Technical Report Writing I	2	0	2
		*Specialized Course	3	0	3
					17

Third Quarter					
BUS	205	Principles of Accounting III	3	3	4
BUS	235	Business Management	3	0	3
BUS	272	Principles of Supervision	3	0	3
TEC	202	Technical Report Writing II	2	0	2
		*Specialized Course	3	0	3
		*Specialized Course	3	0	3
					18
Total Credit Hours Required for Graduation					117

*Specialized Banking courses are listed below.

AIB	202	Principles of Banking	3	0	3
AIB	204	Commercial Lending	3	0	3
AIB	205	Bank Management	3	0	3
AIB	207	Consumer Lending	3	0	3
AIB	210	Money and Banking	3	0	3
AIB	212	Supervision	3	0	3
AIB	221	Quality Customer Service/Selling Bank Services	3	0	3
AIB	233	Analyzing Financial Statements	3	0	3
AIB	234	Law and Banking	3	0	3
AIB	236	Residential Mortgage Lending	3	0	3
AIB	239	Marketing for Bankers	3	0	3

** Elective hours may be substituted for Elementary Keyboarding/Typewriting if performance on proficiency tests in this skill indicates that the student may be exempt.

*** Six hours of Cooperative Education may be substituted for BUS 210 and BUS 229

BASIC LAW ENFORCEMENT (T-189)

The Basic Law Enforcement Training curriculum certificate program prepares individuals to take the Basic Training Law Enforcement Officers certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or it prepares individuals to take the Justice Officers Basic Training certification examination mandated by the North Carolina Sheriffs' Education and Training Standards Commission. Successful completion of this curriculum certificate program requires that the student satisfy the minimum requirements for certification by the Criminal Justice Commission and the Sheriffs' Commission. The student satisfactorily completing this program should possess at least the minimum degree of general attributes, knowledge, and skills to function as an inexperienced law enforcement officer. *NOTE: Individuals must be sponsored by a law enforcement agency before enrolling in this program of instruction.*

			Hours Per Week			
			Class	Lab	Shop/Clin	Credit
BLE	100	Basic Law Enforcement	17	0	27	26

BUSINESS ADMINISTRATION (T-018)

Associate in Applied Science Degree

The Business Administration curriculum is designed to prepare an individual for entry into middle-management occupations in various businesses and industries. The curriculum provides an overview of the business and industrial world—its organization and management.

The purpose of the curriculum will be fulfilled through courses designed to develop an individual's competency in understanding the principles of organization and management in business operations, utilizing modern techniques to make decisions, understanding the economy through study and analysis of the role of production and marketing, communicating orally and in writing, and understanding interpersonal relationships.

Through these skills and through development of personal competencies and qualities, the individual will be able to function effectively in middle-management activities in business or industry.

First Year

First Quarter			Class	Lab	Cr. Hrs.
*BUS	101	Elementary Keyboarding/ Typewriting	3	2	4
BUS	106	Introduction to Business	5	0	5
ENG	101	English Composition I	3	0	3
**MAT	104	Technical Math I	5	0	5
					17

Second Quarter

MAT	107	Business Mathematics	5	0	5
BUS	115	Business Law I	3	0	3
BUS	210	Electronic Calculators	1	2	2
ENG	102	English Composition II	3	0	3
SPH	102	Voice & Diction or	3	0	3
or	201	Public Speaking			
	++	Elective (General)	3	0	3
					19

Third Quarter

BUS	271	Office Management	3	0	3
BUS	272	Principles of Supervision	3	0	3
BUS	116	Business Law II	3	0	3
EDP	101	Introduction to Computers	3	2	4
MAT	211	Elementary Statistics	5	0	5
					18

Summer Quarter

ECO	201	Principles of Economics I (MQ 1)	3	0	3
ECO	202	Principles of Economics II (MQ 2)	3	0	3
EDP	204	Word Processing	3	0	3
		Elective (Soc. Sci. or Humanities)	3	0	3
					12

Second Year

First Quarter

BUS	203	Principles of Accounting I	3	3	4
BUS	211	Marketing	5	0	5
EDP	113	Logic Design and Flow Charts	3	0	3
+EDP	207	COBOL I	3	3	4
PSY	201	General Psychology I	3	0	3
					19

Second Quarter

BUS	204	Principles of Accounting II	3	3	4
BUS	124	Payroll Accounting	3	0	3
ENG	209	Business Communications	3	0	3
+EDP	208	COBOL II	3	3	4
	++	Elective (General)	3	0	3
					17

Third Quarter

BUS	205	Principles of Accounting III	3	3	4
BUS	229	Taxes	3	2	4
BUS	235	Business Management	3	0	3
BUS	243	Advertising	3	0	3
		Elective (Soc. Sci. or Humanities)	3	0	3
					17

Total Credit Hours Required for Graduation 117 or 119
(Depends on Math Sequence)

* Elective hours may be substituted for Elementary Keyboarding/Typewriting if performance on proficiency tests in this skill indicates that the student may be exempt.

** MAT 121 may be substituted for T-MAT 104.

\+ EDP 109 and 110 or EDP 212 and 213 may be substituted for EDP 207 and 208.

\+\+ Six hours of Cooperative Education may be subsituted for Electives (General).

BUSINESS COMPUTER PROGRAMMING (T-022)

Associate in Applied Science Degree

The primary objective of the Business Computer Programming curriculum is to prepare individuals for employment as computer programmers. The objective is fulfilled through students' study and application in areas such as computer and systems theories and concepts; data processing techniques; business operations; logic; flow-charting; programming procedures, languages, and types; and uses and operation of equipment.

Entry-level jobs as computer programmers and computer programmer trainees are available. With experience and additional education, individuals may enter jobs as data processing managers, computer programmer managers, systems analysts, and systems managers.

First Year

First Quarter			Class	Lab	Cr. Hrs.
ENG	101	English Composition I	3	0	3
*MAT	104	Technical Math I	S	0	5
EDP	101	Introduction to Computers	3	2	4
**BUS	101	Elementary Keyboarding/ Typewriting	3	2	4
ECO	201	Principles of Economics I	3	0	3
					19
Second Quarter					
ENG	102	English Composition II	3	0	3
*MAT	10S	Technical Math II	4	0	4
EDP	109	BASIC I	3	3	4
ECO	202	Principles of Economics II	3	0	3
EDP	113	Logic Design & Flow Charts	3	0	3
					17
Third Quarter					
EDP	110	BASIC II	3	3	4
ECO	203	Principles of Economics III	3	0	3
EDP	136	Microcomputer Operations	3	3	4
		Elective (Soc.Sci. or Humanities)	3	0	3
		+Elective (General)	3	0	3
					17
Summer Quarter					
BUS	106	Introduction to Business	5	0	5
EDP	212	PASCAL I (First Five-Weeks)	3	3	4
EDP	213	PASCAL II (Second Five-Weeks)	3	3	4
					13

Second Year

First Quarter					
BUS	203	Accounting I	3	3	4
EDP	207	COBOL I	3	3	4
***EDP	219	System Analysis	3	0	3
PSY	201	General Psychology I	3	0	3
		+Elective (General)	3	0	3
					17
Second Quarter					
BUS	204	Accounting II	3	3	4
EDP	208	COBOL II	3	3	4
PSY	202	General Psychology II	3	0	3
TEC	201	Technical Report Writing I	2	0	2
		Elective (Soc. Sci. or Humanities)	3	0	3
					16
Third Quarter					
EDP	209	COBOL III	3	3	4
EDP	220	Computer Programming Project	3	3	4
MAT	211	Elementary Statistics	5	0	5
BUS	272	Principles of Supervision	3	0	3
TEC	202	Technical Report Writing II	2	0	2
					18

Total Credit Hours Required for Graduation 114 - 118
(Depends on Math Sequence and substitution for EDP 219)

* Math 121 and 122 may be substituted for T-MAT 104 and 105. Elective hours may be substituted for MAT 104 if performance on the mathematics segment of the placement test indicates the student may be exempt. Also, D-MAT 101 and 102 may be substituted for MAT 104

** Elective hours may be substituted for Elementary Keyboarding/Typewriting if performance on proficiency tests in this skill indicates that the student may be exempt.

*** EDP 137 or EDP 138 may be substituted for EDP 219.

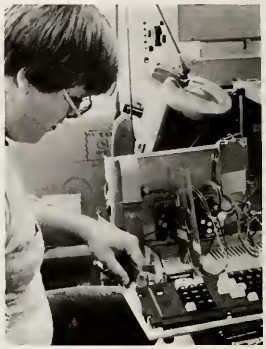
\+ Six hours of Cooperative Education may be substituted for Electives (General).

COMPUTER ENGINEERING TECHNOLOGY (T-040)

Associate in Applied Science Degree

This program is designed to provide the skills required to install, service, and maintain computers, microprocessor and computer controlled equipment, and computer peripheral devices. The curriculum provides training in both the hardware and software areas of the computer field.

A sequence of introductory hardware courses provides the student with a strong background in physics, technical mathematics, electricity, electronics, and digital logic circuits and concepts. Advanced course work provides a detailed study of the logic of the central processing units, the operation and use of integrated circuit memory devices, and the interfacing of the central processing unit to memory devices. Additional studies cover interfacing the central processing unit to external devices using both serial and parallel data transfer; the operation



of large-scale integration programmable interface units and their interfacing with the central processing unit; and the operation of computer peripheral devices such as video displays, printers, floppy disk storage systems, magnetic tape units, keyboards, and the techniques of converting signals between the analog and digital forms.

The programming course work provides a sequence of study stressing good program design techniques, structured programming, and program documentation. Rather than being familiar with a large number of programming languages, the student is expected to learn well a highly structured language, such as Pascal, and an assembly language. The importance of assembly language in understanding the operation of the central processing unit and the related computer units is stressed. Computer operating system concepts are discussed to provide a unified view of the hardware and software aspects of the computer system.

First Year

First Quarter			Class	Lab	Cr. Hrs.
ELN	101	DC Circuits	6	4	8
*MAT	104	Technical Math I	5	0	5
DFT	101	Engineering Drawing I	4	2	5
ENG	101	English Composition I	3	0	3
					21
Second Quarter					
ELN	102	AC Circuits	6	4	8
*MAT	105	Technical Math II	4	0	4
DFT	104	Electronic Drafting	1	2	2
ENG	102	English Composition II	3	0	3
					17
Third Quarter					
ELN	113	Electronics I	5	4	7
*MAT	106	Technical Math III	3	0	3
EDP	101	Introduction to Computers	3	2	4
		Elective (Soc. Sci. or Humanities)	3	0	3
					17
Summer Quarter					
EDP	212	Pascal I (First Five-Weeks)	3	3	4
EDP	213	Pascal II (Second Five-Weeks)	3	3	4
ELN	212	Digital Electronics I	3	4	5
ELN	114	Electronics II	3	4	5
					18

Second Year

First Quarter					
ELN	211	Electronics III	3	4	5
ELN	213	Digital Electronics II	3	4	5
PHY	201	General Physics I	3	3	4
		Elective (Soc. Sci. or Humanities)	3	0	3
					17
Second Quarter					
ELN	214	Digital Electronics III	3	4	5
ELN	221	Microcomputer Servicing	3	4	5
PHY	202	General Physics II	3	3	4
TEC	201	Technical Report Writing I	2	0	2
		Elective (Soc. Sci. or Humanities)	3	0	3
					19
Third Quarter					
ELN	222	Advanced Microcomputer Interfacing	3	4	5
ELN	116	Peripheral Equipment Servicing	3	4	5
ELN	223	Microprocessor Programming	3	4	5
TEC	202	Technical Report Writing II	2	0	2
					17

Total Credit Hours Required for Graduation (Depends on Math Sequence) 123 or 126

* MAT 121, 122, and 123 may be substituted for MAT 104, 105, and 106. Elective hours may be substituted for MAT 104 if performance on the mathematics segment of the placement test indicates the student may be exempt. Also, D-MAT 101 and 102 may be substituted for MAT 104.

ELECTRONICS ENGINEERING TECHNOLOGY (T-045)

Associate in Applied Science Degree

The Electronics Engineering curriculum provides a basic background in electronic-related theory, with practical applications of electronics for business and industry. Courses are designed to develop competent electronics technicians who may work as assistants to engineers or as liaisons between engineers and skilled craftspersons.

The electronics technician will start in one or more of the following areas: research, design, development, production, maintenance, or sales. The graduate may begin as an electronics technician, engineering aide, laboratory technician, supervisor, or equipment specialist.

First Year

First Quarter			Class	Lab	Cr. Hrs.
ELN	101	D.C. Circuits	6	4	8
*MAT	104	Technical Math I	5	0	5
DFT	101	Engineering Drawing I	4	2	5
ENG	101	English Composition I	3	0	3
					21
Second Quarter					
ELN	102	A.C. Circuits	6	4	8
*MAT	105	Technical Math II	4	0	4
DFT	104	Electronic Drafting	1	2	2
ENG	102	English Composition II	3	0	3
					17
Third Quarter					
ELN	113	Electronics I	5	4	7
EDP	101	Introduction to Computers	3	2	4
*MAT	106	Technical Math III	3	0	3
		**Elective (General)	3	0	3
					17
Summer Quarter					
ELN	114	Electronics II	3	4	5
EDP	109	BASIC I	3	3	4
DFT	210	Printed Circuit Board Layout and Design	3	3	4
ELN	212	Digital Electronics I	3	4	5
					18

Second Year

First Quarter					
ELN	211	Electronics III	3	4	5
ELN	213	Digital Electronics II	3	4	5
PHY	201	General Physics I	3	3	4
ECO	201	Principles of Economics I	3	0	3
					17
Second Quarter					
ELN	214	Digital Electronics III	3	4	5
ELN	215	Electronic Troubleshooting I	4	4	6
PHY	202	General Physics II	3	3	4
TEC	201	Technical Report Writing I	2	0	2
					17
Third Quarter					
ELN	216	Electronic Troubleshooting II	4	4	6
PHY	203	General Physics III	3	3	4
TEC	202	Technical Report Writing II	2	0	2
		Elective(s) (Soc. Sci. & Humanities)	6	0	6
					18

Total Hours Required for Graduation (Depends on Math Sequence) 122 or 125

* MAT 121, 122, and 123 may be substituted for MAT 104, 105, and 106. Elective hours may be substituted for MAT 104 if performance on the mathematics segment of the placement test indicates the student may be exempt. Also, D-MAT 101 and 102 may be substituted for MAT 104.

** Three hours of Cooperative Education may be substituted for Electives (General).

GENERAL OFFICE TECHNOLOGY (T-033)

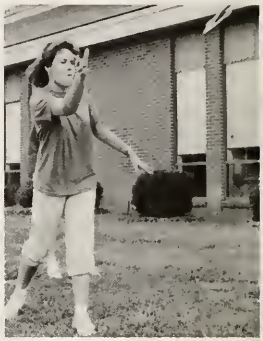
Associate in Applied Science Degree

The purposes of the General Office curriculum are to (1) prepare the individual to enter clerical-office occupations, (2) provide an educational program for individuals wanting education for upgrading (moving from one position to another) or retraining (moving from present position to a clerical position), and (3) provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of typewriting, filing, and business machines. Through learning these skills and through developing personal competencies and qualities, the individual will be able to function effectively in office-related activities.

First Year

First Quarter			Class	Lab	Cr. Hrs.
*BUS	101	Elementary Keyboarding/ Typewriting	3	2	4
BUS	110	Filing	3	0	3
ENG	101	English Composition I	3	0	3
BUS	106	Introduction to Business	5	0	5
HUM	123	Introduction to Humanities	3	0	3
					18
Second Quarter					
BUS	102	Intermediate Keyboarding/ Typewriting	2	3	3
ENG	102	English Composition II	3	0	3
MAT	107	Business Mathematics	5	0	5
EDP	101	Introduction to Computers	3	2	4
EDP	204	Electronic Word Processing	3	0	3
					18



Third Quarter

BUS	103	Advanced Keyboarding/Typewriting	2	3	3
BUS	108	Personal Finance	5	0	5
BUS	271	Office Management	3	0	3
**SPH	102	Voice & Diction	3	0	3
EDP	136	Microcomputer Operations	3	3	4
					18

Second Year

First Quarter

+BUS	109	Inter-Personal Relations	3	1	3
BUS	115	Business Law I	3	0	3
BUS	211	Marketing	5	0	5
BUS	221	Transcription I	3	2	4
ECO	201	Principles of Economics I	3	0	3
					18

Second Quarter

BUS	116	Business Law II	3	0	3
BUS	210	Electronic Calculators	1	2	2
BUS	124	Payroll Accounting	3	0	3
+ECO	202	Principles of Economics II	3	0	3
ENG	209	Business Communications	3	0	3
		Elective (Soc. Sci. or Humanities)	3	0	3
					17

Third Quarter

BUS	213	Typewriting for Speed	3	1	3
BUS	214	Office Procedures	3	2	4
++BUS	212	Bookkeeping	3	2	4
BUS	229	Taxes	3	2	4
		Elective (Soc. Sci. or Humanities)	3	0	3
					18

Total Hours Required for Graduation 107

* Elective hours may be substituted for Elementary Keyboarding/Typewriting if performance on proficiency tests in this skill indicates that the student may be exempt.

** Evening students may substitute SPH 201.

\+ Six hours of Cooperative Education may be substituted for BUS 109 and ECO 202.

++ BUS 203 may be substituted.

HOTEL AND RESTAURANT MANAGEMENT (T-025)

Associate in Applied Science Degree

The Hotel and Restaurant Management curriculum trains students to work as supervisory and management personnel in hotels, restaurants, and clubs. Areas of study include front office management, accounting, sales promotion, food and beverage control, personnel management, and food preparation and service. The internship program is also provided to enable the student to acquire experience under the direction of a qualified manager and college supervisor.

The graduate has an opportunity for employment with airlines, colleges, schools, convalescent homes, government services, hospitals, clubs, and restaurants.

NOTE: The Hotel and Restaurant Management (HRM) courses listed in the curriculum outline below are offered only at the College of The Albemarle's Dare County Center.

First Year

First Quarter			Class	Lab	Cr. Hrs.
*BUS	101	Elementary Keyboarding/ Typewriting	3	2	4
MAT	107	Business Mathematics	5	0	5
ENG	101	English Composition I	3	0	3
		Elective	3	0	3
		**Specialized Course			3
					18

Second Quarter

BUS	210	Office Machines	1	2	2
BUS	203	Principles of Accounting	3	3	4
BUS	115	Business Law I	3	0	3
EDP	101	Introduction to Computers	3	2	4
ENG	102	English Composition II	3	0	3
		**Specialized Course			3
					19

Third Quarter

BUS	272	Principles of Supervision	3	0	3
BUS	204	Principles of Accounting II	3	3	4
HEA	223	First Aid and Safety Education	3	0	3
		**Specialized Course			3
		**Specialized Course			3
					16

Summer Quarter

COE	201	or 202 Cooperative Education	0	20	2
		**Specialized Course			4
					6

Second Year

First Quarter

PSY	201	General Psychology I	3	0	3
SPH	201	Public Speaking	3	0	3
EDP	205	Computer Accounting	3	0	3
COE	150-155	Cooperative Education I-VI	0	20	2
		Elective (Soc. Sci. or Humanities)	3	0	3
		**Specialized Course			3
					17

Second Quarter

BUS	235	Business Management	3	0	3
ENG	209	Business Communications	3	0	3
PSY	202	General Psychology II	3	0	3
		**Specialized Course			3
		**Specialized Course			4
					16

Third Quarter

BUS	211	Marketing	5	0	5
BUS	243	Advertising	3	0	3
MAT	211	Elementary Statistics	5	0	5
		**Specialized Course			4
		**Specialized Course			3
					20

Total Credit Hours Required for Graduation 112

* Elective hours may be substituted for Elementary Keyboarding/Typewriting if performance on proficiency tests in this skill indicates that the student may be exempt.

** Specialized Hotel and Restaurant Management courses are listed below.

			Class	Lab	Cr. Hrs.
HRM	103	Intro. to the Hospitality Industry	3	0	3
HRM	107	Food Cost Accounting	2	3	3
HRM	105	Laws of the Hospitality Industry	3	0	3
HRM	110	Sanitation and Safety	3	0	3
HRM	104	Front Office Procedures	3	3	4
HRM	207	Properties Management	3	0	3
HRM	208	Menu Planning	3	0	3
HRM	209	Food Purchasing	3	2	4
HRM	211	Beverage Operation	3	2	4
HRM	213	Hospitality Business Management	3	0	3
					33

MECHANICAL DRAFTING AND DESIGN TECHNOLOGY (T-043)

Associate in Applied Science Degree

The Mechanical Drafting and Design curriculum prepares individuals for employment as mechanical draftsmen. Emphasis is on ability to think and plan, as well as on drafting procedures and techniques used by mechanical draftsmen.

Mechanical drafting and design technicians perform many aspects of drafting, such as developing the drawing of a section, subassembly, or major component. Investigating design factors and availability of materials and equipment, production methods and facilities are frequent assignments. Mechanical draftsmen assist in the design of units and control from specifications by utilizing drawings of existing units and reports on functional performance. Mechanical draftsmen may draw components in industrial fields based on engineers' original design concepts or specific ideas. Also, they may be assigned as coordinators for the execution of related work or other design, production, tooling, material, and planning groups. Technicians with experience in this classification may often supervise the preparation of working drawings. These technicians are employed in many types of manufacturing, fabrication, research development, and service industries. Also, many are employed in communications; transportation; public utilities; consulting engineering firms; and federal, state and local governments.

First Year

First Quarter			Class	Lab	Cr. Hrs.
DFT	101	Engineering Drawing I	4	2	5
DES	101	Tools, Materials, and Processes I	3	0	3
ENG	101	English Composition I	3	0	3
*MAT	104	Technical Math I	5	0	5
					16

Second Quarter

DFT	102	Engineering Drawing II	4	2	5
DE5	102	Tools, Materials, and Processes I	3	2	4
*MAT	105	Technical Math II	4	0	4
**DFT	104	Electronic Drafting	1	2	2
ENG	102	English Composition II	3	0	3
					18

Third Quarter

DFT	103	Engineering Drawing III	4	2	5
*MAT	106	Technical Math III	3	0	3
DFT	207	Architectural Drawing I	4	2	5
		Elective (Soc. Sci. or Humanities)	3	0	3
					16

Summer Quarter

DFT	204	Technical Illustration	4	2	5
DFT	208	Architectural Drawing II	4	2	5
**DFT	210	Printed Circuit Board Layout and Design	3	3	4
		Elective (Soc. Sci. or Humanities)	3	0	3
					17

Second Year

First Quarter

DFT	201	Advanced Engineering Graphics I	4	2	5
PHY	201	General Physics I	3	3	4
DFT	214	Jigs & Fixtures	4	2	5
DFT	205	Descriptive Geometry I	4	2	5
					19

Second Quarter

DFT	202	Advanced Engineering Graphics II	4	2	5
PHY	202	General Physics II	3	3	4
DFT	216	Descriptive Geometry II	4	2	5
TEC	201	Technical Report Writing I	2	0	2
		Elective (Soc. Sci. or Humanities)	3	0	3
					19

Third Quarter

DFT	203	Advanced Engineering Graphics III	4	2	5
PHY	203	General Physics III	3	3	4
DFT	206	Design Drafting	4	2	5
TEC	202	Technical Report Writing II	2	0	2
					16

Total Hours Required for Graduation 118 or 121
(Depends on Math Sequence)

*. MAT 121, 122, and 123 may be substituted for MAT 104, 105, and 106. Elective hours may be substituted for MAT 104 if performance on the mathematics segment of the placement test indicates the student may be exempt. Also, D-MAT 101 and 102 may be substituted for MAT 104.

** Six hours of Cooperative Education may be substituted for DFT 104 and DFT 210.

MEDICAL OFFICE TECHNOLOGY (T-032)

Associate in Applied Science Degree

This curriculum prepares individuals to enter the medical secretarial profession. The medical secretary performs secretarial duties utilizing the knowledge of medical terminology and medical office and/or laboratory procedures. Skills are taught in processing medical documents using computerized functions and/or manual functions. Compiling and recording medical charts, reports, case histories, and correspondence using the typewriter or automated office equipment; scheduling appointments; and preparing and sending bills to patients are duties performed in the medical office and taught in this curriculum.

Graduates of the curriculum may find employment opportunities with medical supply and equipment manufacturers, medical laboratories, the office of physicians, hospitals, and other medical care providers.

First Year

First Quarter			Class	Lab	Cr. Hrs.
*BUS	101	Elementary Keyboarding/ Typewriting	3	2	4
ENG	101	English Composition I	3	0	3
BUS	106	Introduction to Business	5	0	5
BUS	110	Filing	3	0	3
HUM	123	Introduction to Humanities	3	0	3
					18

Second Quarter

BUS	102	Intermediate Keyboarding/ Typewriting	2	3	3
ENG	102	English Composition II	3	0	3
MAT	107	Business Mathematics	5	0	5
*BUS	111	Elementary Shorthand	5	0	5
EDP	204	Electronic Word Processing	3	0	3
					19

Third Quarter

BUS	103	Advanced Keyboarding/Typewriting	2	3	3
BUS	108	Personal Finance	5	0	5
BUS	112	Intermediate Shorthand	3	2	4
**BUS	109	Inter-Personal Relations	3	1	3
		Elective (Soc. Sci. or Humanities)	3	0	3
					18

Summer Quarter					
ECO	201	Principles of Economics I (MQI)	3	0	3
**ECO	202	Principles of Economics II (MQII)	3	0	3
BUS	210	Electronic Calculators	1	2	2
EDP	136	Microcomputer Operations	3	3	4
					12

Second Year

First Quarter					
BUS	115	Business Law I	3	0	3
BUS	113	Advanced Shorthand	3	2	4
BUS	221	Transcription I	3	2	4
PSY	201	General Psychology I	3	0	3
		Elective (General)	3	0	3
					17
Second Quarter					
SPH	102	Voice and Diction	3	0	3
ENG	209	Business Communications	3	0	3
BUS	222	Transcription II	3	2	4
BUS	215	Medical Terminology & Vocabulary I	3	0	3
BUS	124	Payroll Accounting	3	0	3
					16
Third Quarter					
+BUS	212	Bookkeeping	3	2	4
BUS	213	Typewriting for Speed	3	1	3
BUS	223	Transcription III	3	2	4
BUS	214	Office Procedures	3	2	4
BUS	216	Medical Terminology & Vocabulary II	3	0	3
					18
Total Hours Required for Graduation					118

* Elective hours may be substituted for Elementary Keyboarding/Typewriting if performance on proficiency tests in this skill indicates that the student may be exempt.

** Six hours of Cooperative Education may be substituted for BUS 109 and ECO 202.

\+ BUS 203 may be substituted.

POSTAL SERVICE TECHNOLOGY (T-141)

Associate in Applied Science Degree

The Postal Service Technology program is designed to provide opportunities for advancement to present and future employees of the U.S. Postal Service. Graduates of the program will be pre- pared to function effectively within a variety of positions. The course of study includes postal organization, mail processing, employee and customer services, mail delivery and collection, problem analysis, related business/management subjects, and general education courses.

Applicants for Postal Service employment must pass a civil service examination and be placed on a federal register before they can be employed.

First Year

			Class	Lab	Cr. Hrs.
First Quarter					
*BUS	101	Elementary Keyboarding/ Typewriting	3	2	4
BUS	106	Introduction to Business	S	0	5
ECO	201	Principles of Economics I	3	0	3
ENG	101	English Composition I	3	0	3
		**Specialized Course	3	0	3
					18
Second Quarter					
MAT	107	Business Mathematics	S	0	5
ECO	202	Principles of Economics II	3	0	3
ENG	102	English Composition II	3	0	3
EDP	101	Introduction to Computers	3	2	4
		**Specialized Course	3	0	3
					18
Third Quarter					
BUS	210	Electronic Calculators	1	2	2
BUS	271	Office Management	3	0	3
BUS	272	Principles of Supervision	3	0	3
EDP	109	BASIC I	3	3	4
		Elective (General)	3	0	3
		**Specialized Course	3	0	3
					18

Second Year

First Quarter					
BUS	203	Principles of Accounting I	3	3	4
EDP	136	Microcomputer Operations	3	3	4
BUS	115	Business Law I	3	0	3
		**Specialized Course	3	0	3
		**Specialized Course	3	0	3
					17

Second Quarter					
BUS	204	Principles of Accounting II	3	3	4
BUS	116	Business Law II	3	0	3
PSY	201	General Psychology I	3	0	3
SPH	201	Public Speaking	3	0	3
		Elective (General)	3	0	3
		**Specialized Course	3	0	3
					19
Third Quarter					
PSY	202	General Psychology II	3	0	3
MAT	211	Elementary Statistics	5	0	5
		**Specialized Course	3	0	3
		**Specialized Course	3	0	3
		**Specialized Course	3	0	3
					17
Total Credit Hours Required for Graduation					107

* Elective hours may be substituted for Elementary Keyboarding/Typewriting if performance on proficiency tests in this skill indicates that the student may be exempt.

** Specialized Postal Service courses are listed below.

			Class	Lab	Cr. Hrs.
POS	101	Postal History & Organization	3	0	3
POS	103	Mail Processing I	3	0	3
POS	105	Mail Processing II	3	0	3
POS	201	Postal Labor-Management	3	0	3
POS	202	Postal Service Finance	3	0	3
POS	203	Postal Employee Services	3	0	3
POS	205	Postal Delivery & Collection	3	0	3
POS	206	Postal Customer Services	3	0	3
POS	208	Postal Problems Analysis	3	0	3

VOCATIONAL PROGRAMS

The major objective of each of the vocational programs is to guide youth and adults in acquiring vocational competency in the knowledge and skills that will help them become well-adjusted, self-supporting citizens.

Courses are designed to prepare students for initial employment, to retrain students for new careers, and to advance students in a vocation. Safety and good work habits are stressed in all vocational programs. Students are expected to acquire the skills and technical knowledge which become assets for employment in business and industry.

The vocational programs are generally one year in duration and lead to a diploma. Program requirements are detailed on the following pages. Deviations from the requirements must be approved by the appropriate department chairperson and the Dean of Instruction.

Students attending vocational trade classes will receive a letter grade on each course upon completion of the minimum number of clock hours specified for each course (see the course descriptions) and/or satisfactory performance on the final examination.

Apprenticeship

All vocational programs may be considered pre-apprenticeship programs.

Safety

Safety is stressed at all times in the vocational programs. If students are incapable of safe conduct in the shops or if they willfully and flagrantly violate the safety rules of the shops and become safety hazards to themselves and/or to their classmates, they may be suspended immediately from their program of study. All suspensions of this type must be approved by the Associate Dean of Occupational Education and the Dean of Instruction.

Evening Classes

Since evening vocational classes meet for fewer hours per week than do equivalent day classes, evening students must attend class for more than one quarter in order to complete the minimum clock hours and receive credit for the course.

Grade reports listing satisfactory or unsatisfactory progress and total clock hours completed will be sent to the student at the end of each quarter until the student

has satisfactorily completed the course. Course segments will be noted on permanent records by a suffix "a," "b," or "c" on the course number.

Hours Per Week

The programs described on the following pages include listings of hours of instruction per week. This is the minimum number of hours each student will spend in instructional activities each week.

Class — refers to the time spent in classroom instruction.

Lab — refers to the time spent in laboratory instruction or experimentation.

Shop or Clinical Practice — refers to shop practice or clinical practice in which students are involved in the supervised practice of learning experiences in institution laboratories or approved clinical facilities.

ADVANCED MACHINIST (V-134)

The Advanced Machinist program provides the opportunity for machinists to further their machine skills training including the use of computer numerical control (CNC) equipment. Students accepted for the Advanced Machinist curriculum must have completed the V-032 Machinist curriculum or be able to demonstrate journeyman-level machinist skills. They should also be recommended as having the aptitude, interest, and ability to profit from advanced training.

			Hours Per Week			Cr.
First Quarter			**Class**	**Lab**	**Shop Pract.**	**Hrs. Equiv.**
DFT	101	Engineering Drawing I	4	2	0	5
DES	101	Materials, Tools, & Processing I	3	0	0	3
EDP	101	Introduction to Computers	3	2	0	4
MEC	1272	Fundamentals of Numerical Control	3	6	6	8
						20
Second Quarter						
MEC	1260	Precision Machining I	3	0	15	8
DFT	102	Engineering Drawing II	4	2	0	5
DES	102	Materials, Tools, & Processing II	3	2	0	4
						17
Third Quarter						
MEC	1265	Precision Machining II	3	0	15	8
*DFT	103	Engineering Drawing III	4	2	0	5
HUM	123,	124, or 125	3	0	0	3
		Elective	3	0	0	3
						19
Fourth Quarter						
MEC	1275	Jig & Fixture Building	2	4	6	6
MEC	1280	Die Making	2	4	6	6
SPH	201	Public Speaking	3	0	0	3
						15
Total Credit Hours						71

* Five hours of Cooperative Education may be substituted for DFT 103.

AIR CONDITIONING, HEATING, AND REFRIGERATION (V-024)

The Air Conditioning, Heating, and Refrigeration curriculum develops an understanding of the basic principles involved in the construction, installation, operation, and maintenance of climate control equipment. Courses in blueprint reading, duct construction, welding, circuits and controls, math, science, and general education are included to help provide supporting skills necessary for the mechanic to function successfully in the trade.

The air conditioning, heating, and refrigeration mechanic installs, maintains, services, and repairs environmental control systems in residences, department and food stores, office buildings, industries, restaurants, institutions, and commercial establishments. Job opportunities exist with companies which specialize in air conditioning, heating, and commercial refrigeration installation and service. The graduate should be able to assist in installing mechanical equipment, duct work, and electrical controls necessary in residential and commercial projects. With experience, the graduate should

be able to service various air conditioning, heating, and refrigeration components; troubleshoot systems; and provide the preventive maintenance required by mechanical equipment. This person may be employed in areas of maintenance, installation, sales, and service in the field of air conditioning, heating, and cooling.

			Hours Per Week		Cr.
				Shop	Hrs.
First Quarter		Class	Lab	Pract.	Equiv.
ENG	1020 Reading Improvement	2	0	0	2
AHR	1120 Principles of Refrigeration & Air Conditioning	5	0	15	10
MAT	1000 Fundamentals of Math	5	0	0	5
DFT	1104 Blueprint Reading: Mechanical	0	0	3	1
					18
Second Quarter					
AHR	1122 Domestic and Commercial Refrigeration	3	0	12	7
ENG	1030 Communication Skills	2	0	0	2
ELC	1102 Applied Electricity	2	0	3	3
MAT	1010 Vocational Math	3	0	0	3
DFT	1116 Blueprint Reading: Air Conditioning	1	0	3	2
					17
Third Quarter					
AHR	1125 Principles of Air Conditioning & Heating	3	0	12	7
AHR	1128 Automatic Controls I	3	0	6	5
PSY	1060 Industrial, Community, & Personal Relations	2	0	0	2
WLD	1101 Basic Gas Welding	0	0	3	1
					15
Fourth Quarter					
AHR	1124 Air Conditioning and Refrigeration Servicing	3	0	6	5
AHR	1129 Automatic Controls II	3	0	6	5
MEC	1120 Duct Construction & Maintenance	3	0	6	5
*BUS	1103 Small Business Operations	2	0	0	2
					17
Total Credit Hours					67

* Two hours of Cooperative Education may be substituted for BUS 1103.

AUTOMOTIVE MECHANICS (V-003)

The Automotive Mechanics curriculum provides a training program for developing the basic knowledge and skills needed for individuals to inspect, diagnose, repair, and adjust automotive vehicles. Manual skills are developed in practical shop work; and the technical understanding of the operating principles involved in the modern automobile are taught through class assignments, discussions, and shop practices.

Automobile mechanics maintain and repair mechanical, electrical, and body parts of passenger cars, trucks and buses. In some communities and rural areas, automobile mechanics also may service tractors or marine engines and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition and use shop manuals and other technical publications as references for technical data. Persons completing this curriculum may find employment with franchised automobile dealers, independent garages, or may start their own business.

			Hours Per Week		Cr.
				Shop	Hrs.
First Quarter		Class	Lab	Pract.	Equiv.
AUT	1100 Internal Combustion Engines	3	0	15	8
MAT	1000 Fundamentals of Mathematics	5	0	0	5
DFT	1000 Blueprint Reading I	4	0	0	4
ENG	1020 Reading Improvement	2	0	0	2
					19
Second Quarter					
AUT	1115 Auto Fuel & Emissions Systems	3	4	3	6
AUT	1110 Auto Electrical Systems	3	4	3	6
MAT	1010 Vocational Mathematics	3	0	0	3
PHY	1040 Applied Physics I	1	2	0	2
ENG	1030 Communication Skills	2	0	0	2
					19
Third Quarter					
AUT	1124 Auto Transmission & Drive Trains	3	0	18	9
PSY	1060 Industrial, Community, & Personal Relations	2	0	0	2
PHY	1050 Applied Physics II	1	2	0	2
WLD	1401 Basic Welding	2	0	3	3
					16

Fourth Quarter					
AUT	1123 Brakes, Chassis, & Suspension	3	0	6	5
AUT	1140 Automotive Air Conditioning	2	0	6	4
*PHY	1060 Applied Physics III	1	2	0	2
AUT	1125 Automotive Servicing	3	2	3	5
					16
Total Credit Hours					70

* Two hours of Cooperative Education may be substituted for PHY 1060.

A certificate program in Automotive Mechanics is offered at the Maple Correctional Unit in Currituck County. Certificates are awarded to inmates when they successfully complete each of the following courses:

		Hours Per Week			Cr.
First Quarter		Class	Lab	Shop Pract.	Hrs. Equiv.
AUT	1100 Internal Combustion Engines	3	0	15	8
AUT	1110 Auto Electrical Systems	3	4	3	6
					14
Second Quarter					
AUT	1115 Auto Fuel & Emission Systems	3	4	3	6
AUT	1123 Brakes, Chassis, & Suspension	3	0	6	5
AUT	1140 Automotive Air Conditioning	2	0	6	4
					15
Third Quarter					
AUT	1124 Auto Transmissions & Drive Trains	3	0	18	9
AUT	1125 Automotive Servicing	3	2	3	5
					14

COSMETOLOGY (V-009)

The field of cosmetology is based on scientific principles. The Cosmetology curriculum provides instruction and practice in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting and styling, and wig service.

Upon completing this program and successfully passing a comprehensive examination administered by the North Carolina State Board of Cosmetic Arts, a license is given. The cosmetologist is also called upon to advise men and women on problems of make-up and care of the hair, skin, and hands including the nails. Employment opportunities are available in beauty salons, private clubs, department stores, women's specialty shops, as well as setting up one's own business.

		Hours Per Week			Cr.
First Quarter		Class	Lab	Clin. Pract.	Hrs. Equiv.
ART	1111 Visual Concepts	1	2	0	2
COS	1001 Scientific Study I	5	0	0	5
COS	1011 Mannequin Practice	0	0	24	8
ENG	1020 Reading Improvement	2	0	0	2
					17
Second Quarter					
COS	1002 Scientific Study II	5	0	0	5
COS	1022 Clinical Application I	0	0	24	8
MAT	1050 Math for Cosmetology	6	0	0	6
					19
Third Quarter					
COS	1003 Scientific Study III	5	0	0	5
COS	1033 Clinical Application II	0	0	24	8
ENG	1030 Communication Skills	2	0	0	2
					15
Fourth Quarter					
COS	1004 Scientific Study IV	5	0	0	5
COS	1044 Clinical Application III	0	0	24	8
					13
Fifth Quarter (Optional)					
COS	1005 Scientific Study V	5	0	0	5
COS	1055 Clinical Practice IV	0	0	24	8
					13
Total Credit Hours					64 or 77

ELECTRICAL INSTALLATION AND MAINTENANCE (V-018)

The Electrical Installation and Maintenance curriculum is designed to provide a training program in the basic knowledge, fundamentals, and practices involved in the electrical trades. A large segment of the program is laboratory and shop instruction designed to give the student practical knowledge and application experience in the fundamentals taught in class.

The graduate of this curriculum is qualified to enter an electrical trade as an on-the-job trainee or apprentice assisting in the layout, installation, check out, and maintenance of systems in residential, commercial, or industrial settings.

			Hours Per Week			Cr. Hrs.
First Quarter			**Class**	**Lab**	**Shop Pract.**	**Equiv.**
ENG	1020	Reading Improvement	2	0	0	2
MAT	1000	Fundamentals of Math	5	0	0	5
ELC	1510	Fundamentals of Electrical Installation I	5	0	15	10
DFT	1135	Blueprint Reading: Electrical I	2	0	0	2
						19
Second Quarter						
ENG	1030	Communication Skills	2	0	0	2
MAT	1010	Vocational Math	3	0	0	3
ELC	1520	Fundamentals of Electrical Installation II	2	0	6	4
ELC	1522	Residential Installation	5	0	9	8
DFT	1136	Blueprint Reading: Reading: Electrical II	2	0	0	2
						19
Third Quarter						
ELC	1530	Fundamentals of Electrical Installation III	5	0	6	7
ELC	1532	Commercial Installation	5	0	12	9
PSY	1060	Industrial, Community, & Personal Relations	2	0	0	2
						18
Fourth Quarter						
ELC	1540	Marine and Industrial Installations	3	0	9	6
ELC	1542	Electric Motors and Controls	5	0	9	8
*BUS	1103	Small Business Operations	2	0	0	2
						16
Total Credit Hours						72

* Two hours of Cooperative Education may be substituted for BUS 1103.

ELECTRONIC SERVICING (V-042)

The curriculum in Electronic Servicing is designed to provide basic knowledge and skills required in the installation, maintenance,and servicing of electronic components and systems. Laboratory time will be spent verifying electronic theory and principles and learning installation, maintenance, and service techniques.

An electronic service technician will be able to install, maintain, and service electronic equipment including radios, televisions, audio/video recording and playback equipment, home entertainment systems, digital electronic systems, Master Antenna Television, and Cable Television components and systems.

			Hours Per Week			Cr. Hrs.
First Quarter			**Class**	**Lab**	**Shop Pract.**	**Equiv.**
MAT	1000	Fundamentals of Mathematics	5	0	0	5
ENG	1020	Reading Improvement	2	0	0	2
ELN	1111	Direct and Alternating Current	5	0	15	10
						17
Second Quarter						
MAT	1010	Vocational Mathematics	3	0	0	3
ENG	1030	Communication Skills	2	0	0	2
ELN	1112	Vacuum Tubes and Solid State Devices	10	0	12	14
						19
Third Quarter						
ELN	1125	Radio Receiver and Amplifier Servicing	5	0	12	9
ELN	1113	Television Theory and Circuits	5	0	6	7
PSY	1060	Industrial, Community, and Personal Relations	2	0	0	2
						18
Fourth Quarter						
ELN	1127	Television Receiver Circuits and Servicing	10	0	15	15
BUS	1103	Small Business Operations	2	0	0	2
						17
Total Credit Hours						71

A certificate program in Electronic Servicing is offered at the Maple Correctional Unit in Currituck County. Certificates are awarded to inmates when they successfully complete each of the following courses:

			Hours Per Week			Cr. Hrs.
First Quarter			**Class**	**Lab**	**Shop Pract.**	**Equiv.**
ELN	1111	Direct and Alternating Current	5	0	15	10
ELN	1112	Vacuum Tubes & Solid State Devices (A)	5	0	6	7
						17

Second Quarter					
ELN	1112 Vacuum Tubes & Solid State Devices (B)	5	0	6	7
ELN	1113 Television Theory & Circuits	5	0	6	7
ELN	1127 Television Receiver Circuits & Servicing (A)	5	0	6	7
					21
Third Quarter					
ELN	1125 Radio Receivers & Amplifier Servicing	5	0	12	9
ELN	1127 Television Receiver Circuits & Servicing (B)	5	0	9	8
					17

INDUSTRIAL MAINTENANCE (V-028)

The curriculum in Industrial Maintenance prepares students to repair and maintain machinery, electrical wiring and fixtures, and hydraulic and pneumatic devices found in industrial establishments.

Industrial maintenance persons may be required to install, maintain, and service mechanical equipment; follow blueprints and sketches; and use hand tools, metalworking machines, measuring instruments, and testing instruments. They operate metalworking machines such as the lathe, milling machine and drill press to make repairs. They use the micrometer and calipers to verify dimensions. They assemble wires, insulation, and electrical components using hand tools and soldering equipment. They test electrical circuits and components to locate shorts, faulty connections,and defective parts. They inspect, test, and repair hydraulic equipment.

		Hours Per Week			Cr.
First Quarter		Class	Lab	Shop Pract.	Hrs. Equiv.
ENG	1020 Reading Improvement	2	0	0	2
AHR	1120 Principles of Refrigeration & Air Conditioning	5	0	15	10
MAT	1000 Fundamentals of Math	5	0	0	5
DFT	1104 Blueprint Reading: Mechanical	0	0	3	1
					18
Second Quarter					
MAT	1010 Vocational Mathematics	3	0	0	3
ENG	1030 Communication Skills	2	0	0	2
CAR	1101 Carpentry I	3	0	12	7
ELC	1123 Electrical Installation	1	0	3	2
PLU	1115 Plumbing Installation	2	0	3	3
					17
Third Quarter					
MEC	1200 Machine Shop Theory & Practice I	3	0	15	8
MAT	1020 Geometry & Trigonometry	3	0	0	3
PSY	1060 Industrial, Community, & Personal Relations	2	0	0	2
PHY	1050 Applied Physics II	1	2	0	2
WLD	1401 Basic Welding	2	0	3	3
					18
Fourth Quarter					
ELC	1540 Marine and Industrial Installations	3	0	10	6
ELC	1542 Electric Motors and Controls	5	0	10	8
BUS	1103 Small Business Operations	2	0	0	2
					16
Total Credit Hours					69

LIGHT CONSTRUCTION (V-029)

The Light Construction curriculum prepares individuals for employment in the building trades industry. Instruction is provided in carpentry, masonry, electrical wiring, and plumbing. Students study applied mathematics, blueprint reading and sketching, safety, and other related subjects. They learn the methods used in laying out a small structure, mixing and pouring cement, rough framing, laying brick and block, roofing, and exterior finishing.

Graduates may find employment with home builders or with commercial building contractors. They may enter the building trades as apprentices or work as building maintenance mechanics in small industries or public buildings including schools, hospitals, and apartment houses. After sufficient experience in the trade, some workers may establish their own business.

			Hours Per Week		Cr.
First Quarter		Class	Lab	Shop Pract.	Hrs. Equiv.
MAT	1000 Fundamentals of Mathematics	5	0	0	5
MAS	1101 General Masonry	2	0	15	7
ENG	1020 Reading Improvement	2	0	0	2
DFT	1102 Construction Drawing I	3	3	0	4
					18
Second Quarter					
MAT	1010 Vocational Mathematics	3	0	0	3
ENG	1030 Communication Skills	2	0	0	2
CAR	1101 Carpentry I	3	0	12	7
ELC	1123 Electrical Installation	1	0	3	2
PLU	1115 Plumbing Installations	2	0	3	3
					17
Third Quarter					
PSY	1060 Industrial, Community, & Personal Relations	2	0	0	2
CAR	1102 Carpentry II	5	0	15	10
DFT	1145 Specifications & Contracts	3	0	0	3
DFT	1103 Construction Drawing II	3	3	0	4
					19
Fourth Quarter					
CAR	1124 Residential & Community Construction	2	0	18	8
MAT	1112 Construction Estimating	3	0	0	3
MEC	1135 Mechanical Installations	2	0	3	3
*BUS	1103 Small Business Operations	2	0	0	2
					16
Total Credit Hours					70

* Two hours of Cooperative Education may be substituted for BUS 1103.

MACHINIST (V-032)

The Machinist curriculum gives individuals the opportunity to acquire basic skills and related technical information necessary to gain employment as machinists. The machinist is a skilled metalworker who shapes metal by using machine tools and hand tools. Machinists must be able to set up and operate the machine tools found in a modern shop. The machinist is able to select the proper tools and materials required for each job and to plan the cutting and finishing operations in their proper order so that the work can be finished according to blueprint or written specifications. The machinist makes computations relating to dimensions of work, tooling, feeds, and speeds of machining. Precision measuring instruments are used to measure the accuracy of work. The machinist also must know the characteristics of metals so that the annealing and hardening of tools and metal parts can be accomplished in the process of turning a block of metal into an intricate, precise part.

			Hours Per Week		Cr.
First Quarter		Class	Lab	Shop Pract.	Hr. Equiv.
MEC	1200 Machine Shop Theory & Practice I	3	0	15	8
MAT	1000 Fundamentals of Mathematics	5	0	0	5
DFT	1000 Blueprint Reading I	4	0	0	4
ENG	1020 Reading Improvement	2	0	0	2
					19
Second Quarter					
MEC	1210 Machine Shop Theory & Practice II	2	0	12	6
MAT	1010 Vocational Math	3	0	0	3
PHY	1040 Applied Physics I	1	2	0	2
MEC	1250 Structure of Metals I	3	0	0	3
ENG	1030 Communication Skills	2	0	0	2
DFT	1010 Blueprint Reading II	3	0	0	3
					19
Third Quarter					
MEC	1220 Machine Shop Theory & Practice III	2	0	12	6
MAT	1020 Geometry & Trigonometry	3	0	0	3
PSY	1060 Industrial, Community, & Personal Relations	2	0	0	2
PHY	1050 Applied Physics II	1	2	0	2
WLD	1401 Basic Welding	2	0	3	3
DFT	1020 Blueprint Reading III	3	0	0	3
					19
Fourth Quarter					
MEC	1230 Machine Shop Theory & Practice IV	3	0	15	8
MEC	1255 Structure of Metals II	3	0	0	3
MAT	1030 Machinist Math	3	0	0	3
DFT	1030 Blueprint Reading IV	2	0	0	2
*PHY	1060 Applied Physics III	1	2	0	2
					18
Total Credit Hours					75

* Two hours of Cooperative Education may be substituted for PHY 1060.

NURSING ASSISTANT (V-072)

The Nursing Assistant program prepares graduates to assist registered and practical nurses and physicians in carrying out nursing care and services to patients. The nursing assistant performs simple health care procedures such as bathing and feeding patients, preparing patients for physical examinations and special tests, observing and recording vital signs, admitting, transferring and discharging patients, and collecting specimens.

Graduates may be employed in hospitals, clinics, doctors' offices, nursing homes, and extended care facilities.

Individuals desiring a career as a nursing assistant should, if possible, take English, biology and social science courses prior to entering the program.

			Hours Per Unit		Cr.
				Clin.	Hrs.
First Quarter			Class	Pract.	Equiv.
NUR	1100	Nursing Assistant	10	20	16

PRACTICAL NURSING (V-038)

The Practical Nursing curriculum graduates are prepared to take the National Council Licensure Examination required to practice as a licensed practical nurse. The Practical Nursing curriculum is designed to develop competencies in practicing the following five components of practice as defined by the North Carolina *Nursing Practice Act, 1981*: (1) participating in assessing the client's physical and mental health including the client's reaction to illnesses and treatment regimens; (2) recording and reporting the results of the nursing assessment; (3) participating in implementing the health care plan developed by the registered nurse and/or prescribed by any person authorized by State law to prescribe such a plan and by performing tasks delegated by and performed under the supervision or under orders or directions of a registered nurse, physician licensed to practice medicine, dentist, or other person authorized by State law to provide such supervision; (4) reinforcing the teaching and counseling of a registered nurse, physician licensed to practice medicine in North Carolina, or dentist; and (5) reporting and recording the nursing care rendered and the client's response to that care.

			Hours Per Week			Cr.
					Clin.	Hrs.
First Quarter			Class	Lab	Pract.	Equiv.
BIO	1510	Anatomy & Physiology	6	0	0	6
PSY	201	General Psychology	3	0	0	3
NUT	1512	Nutrition	3	0	0	3
PHM	1513	PN Pharmacology I	2	0	0	2
PNE	1514	Nursing Fundamentals	6	4	0	8
PNE	1516	Clinical Practice I	0	0	2	0
ENG	101	English Composition I	3	0	0	3
						25
Second Quarter						
PNE	1520	Medical-Surgical Nursing I	4	2	0	5
PNE	1521	Maternity Nursing	4	0	0	4
PNE	1522	Pediatrics	4	0	0	4
PNE	1524	Clinical Practice II	0	0	18	6
						19
Third Quarter						
PNE	1530	Medical-Surgical Nursing II	4	0	0	4
PHM	1531	PN Pharmacology II	4	0	0	4
PNE	1533	Clinical Practice III	0	0	18	6
PNE	1535	Mental Health Concepts	3	0	0	3
						17
Fourth Quarter						
PNE	1540	Medical-Surgical Nursing III	4	0	0	4
PNE	1541	Issues/Trends	3	0	0	3
PNE	1542	Long-Term Illness	3	0	0	3
PNE	1543	Clinical Practice IV	0	0	21	7
						17
Total Credit Hours						78

Editor's Note: The Practical Nursing curriculum was being revised and updated when this catalog was published. Please see a Student Development counselor for more information.

COOPERATIVE EDUCATION

Cooperative Education is designed to enable students to receive college credits for employment which is related to the curriculum in which they are enrolled. Its purpose is to make a student's educational program more relevant and meaningful by integrating classroom study with a planned and supervised work experience. It is open to students in most transfer, technical, and vocational programs.

The Director of Cooperative Education is responsible for locating and/or approving appropriate co-op assignments for students applying to enter the program. If a student already has a curriculum-related job, that job may be used for a co-op assignment if it is approved as a valid work experience by the Director of Cooperative Education and by the student's employer.

College of The Albemarle offers two types of co-op work experience: the parallel plan and the alternating plan. The parallel plan allows the student to attend school part of the day and to work in a curriculum-related job when not in class. The alternating plan allows the student to work full-time during the summer break between the freshman and sophomore year.

Eligibility

All students who are enrolled in programs which qualify for Cooperative Education and who have completed 12 or more credit hours in their curriculum area are eligible for co-op, if they

1. Are enrolled in six or more credit hours of college courses;
2. Have a GPA of 2.0 or better; and
3. Have the approval of a major instructor and the Director of Cooperative Education.

Application Procedure

Interested students should obtain an application form from the Cooperative Education office and schedule an interview with the Director of Cooperative Education. Acceptance into the Cooperative Education program is based on the student's application, college transcript, and the availability of appropriate employment. The Director of Cooperative Education will be responsible for locating and/or approving appropriate co-op job assignments.

Academic Credit

Credit hours for Cooperative Education work periods are determined by the number of hours worked per quarter. Students working an average of 10 hours weekly (110 per quarter) earn one hour of credit per quarter; students working an average of 20 or more hours weekly (220 or more per quarter) earn two hours of credit per quarter. Students in the technical and vocational programs may earn up to a total of 10 hours of credit. In most technical and vocational programs, Cooperative Education can be used to satisfy general elective requirements or can be used as designated course substitutions. Students in the college transfer programs may earn up to six hours of add-on credit. (Credits do not satisfy degree requirements; however, participation in Cooperative Education is an asset to a student's transcript and resume.)

Before officially registering for a co-op work experience course, the student must have a co-op job assignment and have written approval from the Cooperative Education Office to register for the appropriate co-op course.

DEVELOPMENTAL EDUCATION

College of The Albemarle's Developmental Education courses are a key component of the college's open door admission policy. The courses represent an effort by the college to ensure that each student is admitted to a program of study which fits his/her particular needs, abilities, achievements, and aspirations.

Under the open door admission policy, some students seek admission to academic programs and find themselves underprepared. Developmental Education courses offer these students an opportunity for study which will enable them to enter the curriculum of their choice with a good probability of success.

The common need of all underprepared students involves strengthening skills in reading, mathematics, grammar, and composition. Students enrolled in Developmental Education courses concentrate on their particular areas of weakness and may, at the same time, study specific curriculum courses which seem feasible in view of their particular needs and interests. This permits students to make some progress toward a degree while correcting deficiencies.

Any student may register for Developmental Education courses; however, most students enroll in the courses through the Admission Office's screening process. All those students who enroll in a two-year program of study, those who enroll in some one-year diploma programs, and those who have taken 12-15 hours of classes but are uncertain of a program of study are required to take a Placement Test Battery. Students who score below the designated cutoff scores will be enrolled in Developmental Education courses for indicated course work. *The completion of this course work is required prior to enrollment in specific courses or programs.*

Students who place in two or more courses below the 100-level will be required to enroll in D-PSY 100 Applied Psychology, which has been designed to assist students in coping with the college environment. Students must meet this requirement prior to enrolling in a curriculum program.

The following is a list of the Developmental Education courses:

Chemistry			
D-CHM	100	Basic Chemistry	3(3-0)
English			
ENG	91	Grammar Fundamentals	5*(5-0)
ENG	92	Composition Fundamentals	5*(5-0)
Math			
MAT	90	Math Skills	3*(3-0)
MAT	91	Basic Mathematics	5*(5-0)
D-MAT	101	Basic Algebra I	3(3-0)
D-MAT	102	Basic Algebra II	3(3-0)
D-MAT	103	Basic Geometry	3(3-0)
Nursing			
D-NUR	100	Orientation to Nursing	2(2-0)
D-NUR	210	Test-taking Strategies for the Nursing Student I	1(1-0)
Orientation			
ORI	99	College Success Skills	3*(3-0)
Psychology			
D-PSY	100	Applied Psychology	3(3-0)
Reading			
RED	91	Fundamentals of Reading	5*(5-0)
D-RED	100	Advanced Reading	3(3-0)

NOTE: Courses with a "D" prefix do not count toward A.A., A.S., or A.F.A. degrees.

*Denotes Preparatory credit only (non-transferable)

EVENING PROGRAM

College of The Albemarle offers an Evening Program of courses leading toward associate degrees and diplomas. These courses use the same or equally well-trained instructors, cover the same content, and carry the same college credit as courses taught during the regular day session. Credits for evening courses transfer to other institutions on the same basis as credits for other regular College of The Albemarle courses.

Courses usually are scheduled Monday through Thursday evenings. Courses that require three hours of lecture and/or laboratory per week usually meet once a week from 7:00 p.m. to 10:00 p.m. Courses that require more than three hours per week meet twice a week.

The admission requirements and cost for all evening courses are the same as for courses offered during the day.

A schedule of the times and locations for these courses or any additional information may be received by contacting the Evening Program Director.

Continuing education (non-credit) classes are also offered during evening hours. For further information, refer to the following section entitled *Continuing Education Division.*

CONTINUING EDUCATION DIVISION

One of the major functions of a comprehensive community college is that of providing educational programs for adults in its service area. The Continuing Education Division places a strong emphasis on the value of lifelong education, and it provides many types of continuing education activities for residents of the Albemarle area.

Courses are offered for those individuals whose education stopped short of high school graduation and for those who need vocational or professional retraining and upgrading. Instruction is also available for those who desire to grow in basic knowledge, to improve in home and community life, and to develop or improve leisure time activities.

Admission

Any adult eighteen (18) years of age or older and not enrolled in public school may be admitted to a Continuing Education class. In some circumstances and upon the approval of the appropriate public school superintendent, a public school dropout between 16 and 18 years of age may enroll in certain courses.

Class Schedules

A schedule of classes is published and mailed to every post office box holder and address in the college' seven-county service area prior to the beginning of each quarter. Classes are organized on the basis of need, interest, and the availability of suitable facilities and qualified instructors. Courses are also announced through the local news media.

Class Registration

Students may enroll in a specific course by attending and registering during the first two regular class meetings.

Class Locations

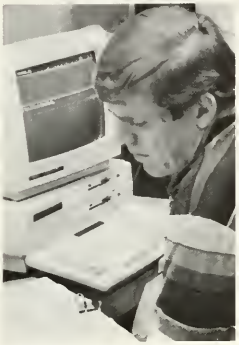
Many Continuing Education courses and services are provided on campus. Other classes are taught in surrounding communities or within a particular business or industry in the Albemarle area. Almost any course can and will be organized when a sufficient number of residents indicate an interest in having a class brought to a particular location.

Course Descriptions

Course descriptions for Continuing Education courses are not listed in this publication. Only examples of the types of courses which have been offered are listed. Specific course descriptions are furnished upon request. Courses not previously available may be offered to meet expressed needs of the community when evidence of such needs is presented to the college.

Fees

A registration fee of $15.00 is charged for enrollment in each occupational course; $20.00, for each academic



and practical skills course; and $25.00, for each avocational course. Volunteer firemen, law enforcement personnel, and rescue/lifesaving personnel are not charged a registration fee for enrolling in training courses. Prison inmates are not charged for any Continuing Education courses. Students who enroll in Adult Basic Education and GED courses are also exempt from the registration fee. *There is no registration fee for persons 65 years of age or older.*

Recreational courses are subject to a tuition charge which enables these courses to be self-supporting. This tuition charge varies depending on the course involved but is generally substantially more than the standard registration fee.

Students are expected to provide the supplies, materials, tools, and books which they will need in Continuing Education courses. Instructional services and instructional materials are supplied by the college.

Accident insurance is available to all students. This insurance is required for students who participate in laboratory activities using equipment and machinery which might cause physical injury.

Certificates

College credit is not given for completion of Continuing Education courses; however, certificates are awarded for completion of some of the courses. Licenses, diplomas, or other forms of recognition are awarded by certain agencies outside the college upon successful completion of specially designated courses.

Continuing Education Units (CEU's)

Since September 1, 1974, College of The Albemarle has maintained a cumulative record of all academic and occupational courses taken by Continuing Education students. Continuing Education Units (CEU's) are awarded on the basis of one CEU per ten contact (class) hours. For example, if a student is enrolled in a 36-hour course and attends at least 80 percent of the time, 3.6 CEU's will be awarded upon completion of the course.

Students who need transcripts or additional information about CEU credit should contact the Continuing Education Division.

Learning Resources Center (LRC) Privileges

Students participating in any of the programs offered by the college have the privilege of using all the services of the LRC without additional charge. Continuing Education students, however, are required to complete a LRC application before checking out materials.

Programs of Instruction

The eight major program areas of Continuing Education at College of The Albemarle are noted below.

I. Adult Basic Education

The objective of this program is to provide elementary-level instruction to those individuals who for any reason do not enjoy the benefits of at least an eighth-grade education. Instruction covers the basic fundamentals of mathematics, science, social studies, reading, and oral and written communication. There are no fees or charges of any kind. All materials have been prepared especially for adults with an emphasis on individual needs and interests.

Level I — The basic fundamentals of reading, writing, and arithmetic are stressed. The course is designed to bring adults who have completed less than four grades of formal education to a functional level whereby individual study is possible.

Level II — This course is for adults who stopped school in grades 5-8 or who have completed Level I. It is a continuation of the first level with more individual study and a greater scope of subject matter, including science and social studies. With the completion of Level II, the adult should be equipped to enter one of the high school completion programs.

II. Occupational Extension Courses
Occupational extension courses consist of single-courses, each complete in itself, designed for the specific purpose of training an individual for employment, upgrading the skills of persons presently employed, and retraining others for new employment in occupational fields.

III. Academic Extension Courses
Academic extension courses consist of single courses, each complete in itself, designed to serve the educational needs of adult residents including courses in humanities, mathematics and science, and social sciences.

IV. Practical Skills Extension Courses
Practical skills extension courses consist of single courses, each complete in itself, designed to provide practical training for persons pursuing additional skills which are not considered their major or primary vocation but may supplement income or may reasonably lead to employment.

V. Avocational Extension Courses
Avocational extension courses consist of single courses, each complete in itself, which focus on an individual's personal or leisure needs rather than his/her occupation, profession, or employment.

VI. Special Extension
The following programs are offered by College of The Albemarle to increase individual competence in specialized occupational areas:

A. Fire Service Training
Firefighters are confronted with situations nonexistent a few years ago, and their responsibilities demand a continuous program of training and education. Training sessions are held in the local fire departments, allowing firefighters to be trained as an organized group utilizing equipment they would ordinarily use in controlling fires. For further information, contact the Continuing Education Division.

B. Hospitality Training Program
This program trains personnel in the area of food services, lodging, recreation, and travel information. The primary objectives include providing employers with well-trained personnel to operate their businesses, developing within individuals the skills which will qualify them for better employment opportunities, and providing better hospitality services to the residents of North Carolina and to the visitors of the state. Hospitality training is arranged and scheduled in accordance with the needs of businesses. For further information, contact the Continuing Education Division.

C. Law Enforcement Training
These courses are specifically designed as in-service and pre-service education for those individuals engaged in law enforcement activities and are provided at the request of law enforcement agencies. The program is also designed to keep law enforcement officers abreast of legal and technological advancements and at the same time to aid them in becoming more professional. Workshops and courses are offered in many areas. For further information, contact the Continuing Education Division.

D. New or Expanding Industry Training
College of The Albemarle cooperates with new or expanding industries to train work forces. The actual training is carried on in the industry where trainees receive instructions and, depending upon the program objectives, may receive both classroom and on-the-job training. All training programs are established to meet the specific needs of a particular industry.

E. Emergency Medical Training
Organized classes are held for ambulance attendants in the college's service area. The North Carolina Office of Emergency Medical Services works with College of The Albemarle in developing classes for rescue squad units. For further information, contact the Continuing Education Division.

F. Management Development Training
In an effort to meet the needs of individuals in business and industry, an elaborate program in Management Development Training is administered by College of The Albemarle. The program is designed to upgrade the competency of supervisory and mid-management personnel. It is also designed to train persons interested in becoming supervisors. Management Development Training is an investment in the future. It may pay rich dividends to those individuals and organizations that take advantage of it.
These programs are further designed to improve and enhance skills and competency on the job as well as relationships with others. Programs can be tailored to meet existing needs and can be held on the campus or within an individual plant or organization. Qualified instructors are provided without charge to the employer.
Specialized courses concerning safety are available regarding management responsibilities required by the Occupational Safety and Health Act. These courses are designed to increase employee safety awareness.
For further information, contact the Continuing Education Division.

VII. Special Projects
Projects, programs, and events conducted by the college through special grants and funds are frequently administered by the Continuing Education Division.

VIII. Community Services
College of The Albemarle sponsors and promotes a number of community services which contribute to the cultural, economic, and civic improvement of the Albemarle area. Such services may arise from almost every program area. Groups or agencies are invited to contact the Continuing Education Division to arrange such activities.

ADULT BASIC LITERACY EDUCATION PROGRAM

The Adult Basic Literacy Education (ABLE) program is an adult literacy program which focuses on the use of modern technology in the teaching/learning process. The program provides opportunities for adults to improve their reading, math, and grammar skills through participation in an individualized learning program which emphasizes computer-assisted instruction and one-on-one tutoring.

ABLE serves all high school dropouts 18 years old or older who cannot read or compute above the eighth grade level as determined by screening and diagnostic tests.

Community volunteers are an integral component in the ABLE program. Volunteers serve primarily as reading tutors for the students who read at a 0-3rd grade level.

Another aspect of the ABLE program is that it provides support, referral, and instruction which assists adults in meeting their own life-goals, such as continuing their education in colleges and/or vocational schools, obtaining jobs, or becoming more effective parents.

The ABLE program is a pre-GED program. After completing the courses offered in the ABLE program, students are encouraged to enroll in the Bridges Program or Learning Lab at College of The Albemarle.

Instruction in the ABLE program is provided free of charge. The program is taught in Edgewood Shopping Center in Elizabeth City.

BRIDGES PROGRAM

The Bridges Program is designed to provide an educational opportunity for economically disadvantaged adults who seek to improve themselves academically or personnally. Students are provided a chance to participate in a classroom course of study leading toward the successful completion of the GED high school equivalency examination.

Students in the Bridges Program are provided academic advisement and career, personal, and social counseling. Upon completion of the program, students are encouraged to seek employment or to continue their education

Each cycle of the Bridges Program consists of 11 weeks of intensive study. The course of study comes under the course title GED PREPARATION. During the eleven-week cycle, primary emphasis is on GED completion; however, job-keeping and job-seeking skills are addressed. Students benefit from classroom instruction, computer-assisted instruction, and one-on-one tutoring. The Bridges Program is offered free of charge. Child care services and transportation costs are reimbursed at a specified rate for qualifying students.

BUSINESS AND INDUSTRY SERVICES

The Business and Industry Services office is the primary contact between the college and the business community. The Director of Business and Industry Services identifies services and training the college can provide for area businesses and industries and coordinates topical workshops and seminars on specialized subjects. The Director assists local industrial development commissions and chambers of commerce in promoting economic development in the college's seven-county service area.

A Small Business Center houses various print and non-print media on business-related subjects. These materials are made available to local business persons at no charge and include U.S. Small Business Administration publications, magazines, books, audio tapes, computer software, films, and video cassettes.

LEARNING RESOURCES CENTER (LRC)

The Learning Resources Center is a multimedia center with resources which include books, periodicals, indexes, the Learning Lab, and audio-visual materials and equipment. It is a center for life-long learning.

Learning Lab

The Learning Lab provides students with opportunities for completing high school, for preparing for college, for supplementing college courses, and for studying in many areas of interest. The high school completion program, consisting of the Adult High School Diploma Program and the Adult High School Equivalency, provides the following two ways to complete requirements for a high school diploma or certificate:

(1) Adult High School Diploma Program

This is a cooperative arrangement between the College of The Albemarle and the Boards of Education in the Albemarle area, with the college serving as the service agency.

For admission to the Adult High School Diploma Program, a person must be 18 years of age and have the written recommendation of the appropriate school superintendent. Individual public school dropouts between the ages of 16 and 18 may be admitted as students with special needs.

Students who enter the Adult High School Diploma Program must have the consent of the cooperating school system, a list of the specific courses which they need to complete, and a transcript of the courses which they completed at the participating school. Upon passing the North Carolina Competency Tests and upon successful completion of the required courses in the Learning Lab, the student is awarded an Adult High School Diploma by the cooperating county Board of Education.

(2) High School Equivalency Program (GED)

For admission to the High School Equivalency (GED) Program, a person must be 18 years of age. High school dropouts between the ages of 16 and 18 may be ad-

mitted as students with special needs. The GED student may complete requirements in the Learning Lab. The Learning Lab on campus is open Mondays through Thursdays from 8:00 a.m. to 4:00 p.m. and from 6:30 p.m. to 9:30 p.m. and Fridays from 8:00 a.m. to 4:00 p.m. The Dare County Center Learning Lab is normally open Mondays through Thursdays from 9:00 a.m. to 1:00 p.m. and from 2:00 p.m. to 5:00 p.m. and from 6:00 p.m. to 10:00 p.m. Monday and Wednesday evenings.

The Learning Lab is approved for educational assistance under the G.I. Bill for eligible persons who have not completed high school.

In addition to the high school completion programs, the on-campus Learning Lab also is responsible for the following instructional programs or courses:

(1) Computer-Assisted Instruction (CAI)
The Learning Lab houses CAI programs for use on Apple computers. Students may use the computers and the software as assigned by instructors or for personal enrichment at any time during the Learning Lab's operational hours.

(2) Guided Studies Lab (GUI 99)
The Guided Studies Lab offers students the opportunity for help in any problem area and the chance to reinforce skills being learned in the classroom. This lab offers computer-assisted instruction and tutorial instruction. A student may enroll in the Guided Studies Lab upon recommendation by his/her instructor.

(3) Developmental Education courses are taught through the Learning Lab as needed.

Library

There are more than 40,000 volumes in the library, and approximately 250 periodicals are received regularly. Every field of study in the curriculum is represented in the periodicals collection. Back issues of those with reference value are either bound or microfilmed. Except for a very few of strictly local interest, all magazines are indexed in one of the standard guides so that they may be used as reference materials. Faculty members are urged to make suggestions concerning the purchase of periodicals in their respective fields.

Upon request, the Librarian or some member of the library staff will present a library orientation program in the use of library tools pertinent to a particular subject. Also, a course in library usage (LIB 100) is usually offered each quarter.

Inter-Library Loans

If the Learning Resources Center does not have books or materials needed by students, an effort will be made to borrow them through an inter-library loan.

Audio-Visual Services

The LRC makes available audio-visual materials which include films, filmstrips, slides, cassettes, phonograph recordings, videocassettes, microfilm materials, and kits. The audio-visual function is integrated with the LRC components and philosophy.

VISITING ARTIST PROGRAM

The Visiting Artist Program is a cooperative effort of the North Carolina Arts Council and the North Carolina Department of Community Colleges. The purpose of the program is to expand the appreciation and to cultivate the arts in the community colleges and in the communities which they serve. The Visiting Artist Program sponsors more than 40 artists throughout the state who present their art forms through public performances, demonstrations, and workshops rather than through regular classroom assignments.

Services of College of The Albemarle's Visiting Artist are available to schools, churches, civic groups, and other organizations as a public service. Arrangements to schedule a program may be made by calling 335-0821, extension 258 or 256; or by writing the Visiting Artist Program, College of The Albemarle, P.O. Box 2327, Elizabeth City, North Carolina 27906-2327.

COURSE DESCRIPTIONS

COURSE NUMBERING

Courses at College of The Albemarle are numbered in accordance with the following system:

1. All courses having a three-letter prefix followed by a three-digit number which are listed under the headings of ART, BIOLOGY, CHEMISTRY, DRAMA, ECONOMICS, ENGLISH, FRENCH, GEOGRAPHY, HEALTH, HISTORY, HUMANITIES, LIBRARY, MATHEMATICS, MUSIC, PHYSICAL EDUCATION, PHYSICAL SCIENCE, PHYSICS, POLITICAL SCIENCE, PSYCHOLOGY, SOCIOLOGY, SPANISH, and SPEECH are college transfer courses.
2. All courses having a three-letter prefix followed by a three-digit number which are listed under the headings of BANKING, BASIC LAW ENFORCEMENT, BUSINESS, COOPERATIVE EDUCATION, DESIGN, DRAFTING, ELECTRONIC DATA PROCESSING, ELECTRONICS, NURSING, PHARMACOLOGY, POSTAL SERVICE TECHNOLOGY, and OCCUPATIONAL MATH are technical courses.
3. Vocational courses are indicated by a three-letter prefix and a four-digit number. Example: AUT 1140.
4. Developmental courses are indicated by a three-letter prefix and a two-digit number or by a "D," a three-letter prefix, and a three-digit number. The developmental courses which are strictly for preparatory credit (non-transferable) are so indicated in their course descriptions.
   Example: RED 91 or D-PSY 100.
5. Freshman college transfer and technical courses are indicated by a three-letter prefix and are numbered 100-199.
   Example: MAT 121.
6. Sophomore college transfer and technical courses are indicated by a three-letter prefix and are numbered 200-299.
   Example: MAT 201.

Following each course description are the quarter(s) the course is normally offered (F = Fall Quarter; W = Winter Quarter; S = Spring Quarter; SS = Summer Session; Var. = Varies depending upon sufficient demand or request for the course) and the number of quarter credit hours with the number of lecture and lab hours per week in parentheses. Vocational courses give the equivalent of quarter hours credit and in parentheses the number of class hours, lab hours, and shop practice or clinical hours per week

The class and laboratory hours shown in the catalog are minimal. It is a policy of this institution to permit students to enroll in additional class and laboratory work beyond those shown in the catalog in order to broaden their educational experience.

AIR CONDITIONING, HEATING, AND REFRIGERATION

AHR 1120 Principles of Refrigeration and Air Conditioning: This course is an introduction to the principles of refrigeration, terminology, the use and care of tools and equipment, and the identification and function of the component parts of a system. Other topics will include the basic laws of refrigeration; characteristics and comparison of the various refrigerants; and the use and construction of valves, fittings, and basic controls. Practical work includes tube bending, flaring and soldering. Standard procedures and safety measures are stressed in the use of special refrigeration service equipment and the handling of refrigerants.
(Var.) 10(5-0-15)

AHR 1122 Domestic and Commercial Refrigeration: This focuses on domestic refrigeration servicing of conventional, hermetic, and absorption systems. Cabinet care, controls, accessories, and system maintenance in domestic refrigerators, freezers, and window air conditioning units are stressed. Commercial refrigeration servicing of display cabinets, walk-in cooler and freezer units, and mobile refrigeration systems are studied. The use of manufacturers' catalogs in sizing and matching system components and a study of controls, refrigerants, and servicing methods are also included. Refrigeration heat loads are studied, and the student is introduced to air conditioning. (Var.) 7(3-0-12)

AHR 1124 Air Conditioning and Refrigeration Servicing: This course focuses on installing, maintaining, and servicing equipment used in the cleaning, changing, humidifying, and controlling of air temperature in an air conditioned space. Installation of various ducts and lines needed to connect various components are installed. Shop work involves burner operation, controls, testing and adjusting air conditioning and refrigeration equipment, and locating and correcting equipment failure. (Var.) 5(3-0-6)

AHR 1125 Principles of Air Conditioning and Heating: Work in this course includes the selection of various heating, cooling and ventilating systems and

investigation and control of factors affecting air cleaning, movement, temperature, and humidity. Use is made of psychrometric charts in determining needs to produce optimum temperature and humidity control. Commerical air conditioning equipment is assembled and tested. (Var.) 7(3-0-12)

AHR 1128 Automatic Controls I: This course focuses on the types of automatic controls and their function in air conditioning, heating, and refrigeration systems. Included in the course will be electric and pneumatic controls for domestic and commercial cooling and heating, zone controls, unit heater and ventilator controls, commerical fan systems controls, commercial refrigeration controls, and radiant panel controls. (Var.) 5(3-0-6)

AHR 1129 Automatic Controls II: This course provides a study of more complex controls used in heating, air conditioning, and refrigeration systems, both domestic and commercial. (Var.) 5(3-0-6)

ART

ART 99 Art Skills Lab: This lab is designed to aid students who need additional practice and instruction in developing art skills. (F,W,S) 0(Var.)

ART 100 History and Appreciation of Art I: This course is a study of art (painting, architecture, and sculpture) from primitive times to the Byzantine, with reference to the life of the people during the time the artwork was created. (F) 3(3-0)

ART 101 History and Appreciation of Art II: This course is a study of art (painting, architecture, and sculpture) during the Middle Ages including Islamic styles to Mannerism, with reference to the life of the people during the time the artwork was created. (W) 3(3-0)

ART 102 History and Appreciation of Art III: This course is a study of art (painting, architecture, and sculpture) from the 16th to the 20th centuries, with reference to the life of the people during the time the artwork was created. (S) 3(3-0)

ART 103 Color and Design: This course deals with color theory and design principles, with emphasis on design fundamentals. (F,S) 4(3-3)

ART 104 Drawing: The course introduces the student to drawing in various media. (F,W) 4(3-3)

ART 105 Figure Drawing: The course explores various media leading to an understanding of figure drawing. There will be discussions and critiques of work. (W) 4(3-3)

ART 106 Painting Survey: This course explores basic concepts of painting and acquaints the student with the field of painting as a fine art. There will be discussions and critiques of work. (W,S) 4(3-3)

ART 107 Ceramics Survey (Pottery): The course introduces the student to the total ceramic process. Emphasis is on use of the potter's wheel. (F,S) 4(3-3)

ART 108 Sculpture Survey: The course exposes the student to sculpture, its processes and techniques, and surveys the methods and materials as well as styles of sculpture. (W,S) 4(3-3)

ART 110 Crafts Design: The course explores craft design principles and the use of craft materials and tools. (F,W,S) 4(3-3)

ART 1111 Visual Concepts: This course concerns the student's needs in the principles of design and color theory as related to human form and human environment, with emphasis on design fundamentals. (F) 2(1-2)

AUTOMOTIVE MECHANICS

AUT 1100 Internal Combustion Engines: This course focuses on developing the student's thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in automotive repair work. Study of the construction and operation of components of automotive engines is emphasized including the testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems and cooling systems; proper lubrication; and methods of testing, diagnosing, and repairing. Minimum clock hours—180. (F) 8(3-0-15)

AUT 1110 Auto Electrical Systems: This course provides a study of the complete electrical system of an automobile including batteries, starters, generators, alternators, regulators, ignition, wiring, and schematic drawings. Proper testing methods and use of test equipment are stressed. Minimum clock hours—100. (W) 6(3-4-3)

AUT 1115 Auto Fuel and Emission Systems: This course provides a study of the complete fuel and emission system including fuel pumps, carburetors, fuel injectors, intake and exhaust manifolds, positive crankhouse ventilation, and emission control devices used by domestic and foreign automobiles. Minimum clock hours—100. (W) 6(3-4-3)

AUT 1123 Brakes, Chassis, and Suspension: This course explores principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing suspension, steering, and braking systems is emphasized. Units of study include shock absorbers, springs, steering system, steering linkage, front end, and types and servicing of brakes. Minimum clock hours—90. (SS) 5(3-0-6)

AUT 1124 Auto Transmissions and Drive Trains: This course introduces principles and functions of automotive power train systems including clutches,

standard transmissions, automatic transmissions, torque converters, drive shaft assemblies, rear axles, and differentials. Practical experience is provided in troubleshooting, service, and repair. Minimum clock hours—210. (S) 9(3-0-18)

AUT 1125 Automotive Servicing: This course exposes the student to coordinated methods of using knowledge acquired in previous automotive courses to troubleshoot correctly and repair any part of the automobile. This course also includes diagnostic testing. Minimum clock hours—80. (SS) 5(3-2-3)

AUT 1140 Automotive Air Conditioning: This course introduces the principles of refrigeration. The study of the assembly of the components and connections necessary in the mechanisms, the methods of operation and control, and the proper handling of refrigerants in charging the system are emphasized. Minimum clock hours—80. (SS) 4(2-0-6)

BANKING

AIB 202 Principles of Banking: This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may acquire a broad and operational perspective. The radical changes in banking policy and practice which have occurred in recent years are included. Topics covered are banks and the monetary system; negotiable instruments; the relationship of the commercial bank to its depositors; types of bank accounts; the deposit function; the payments function; bank loans and investments; other banking services including trust, international, and safe deposit; bank accounting and marketing; external and internal controls; and the public service obligations of banks. (Var.) 3(3-0)

AIB 204 Commercial Lending: This course provides entry-level commercial lending officers and officer trainees with the knowledge and skills needed to service the needs of the bank's corporate clients effectively and contribute to bank profitability. The course provides a conceptual framework for the study of commercial lending and focuses on how the commercial lending business is organized and how it contributes to bank profitability as well as the commercial lending process from the initial loan request through collection. Prerequisite: AIB 202, BUS 203, and BUS 204 or permission of instructor. (Var.) 3(3-0)

AIB 205 Bank Management: This course is based on new trends which have emerged in the philosophy and practice of management and provides new and experienced bankers with a working knowledge of bank management. The course covers business management rather than personnel management and touches on objectives, planning, structure, control, and the interrelationship of various bank departments. Since case study is becoming well established as an effective management learning technique, the text also uses illustrative cases. Prerequisite: AIB 202, BUS 203, and ECO 201 or permission of instructor. (Var.) 3(3-0)

AIB 207 Consumer Lending: This course is an overview of the consumer credit operation. The role of consumer credit in overall banking operations is examined. The student gains an improved understanding of the consumer credit function within a bank. Topics include evaluating credit risks, consumer credit policy, the loan (from application through documentation and closing), servicing and collecting loans, consumer compliance, and portfolio management. (Var.) 3(3-0)

AIB 210 Money and Banking: This course covers the practical aspects of money and banking and basic monetary theory including economic stabilization, types of spending, the role of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange. (Var.) 3(3-0)

AIB 212 Supervision: The primary objective of this course is to help new or potential supervisors become better managers by developing the broad perspectives and fresh insights into interpersonal relations required by today's successful managers. (Var.) 3(3-0)

AIB 221 Quality Customer Service/Selling Bank Services: This course teaches the student how to recognize a sales opportunity and handle it with warmth, courtesy, and professional savvy. The course focuses on how a consumer makes the decision to buy and how the bank employee can facilitate the process by proposing a service which truly meets the customer's financial need. (Var.) 3(3-0)

AIB 233 Analyzing Financial Statements: This course is designed to teach the basic skills of financial analysis of the prospective bank lender/credit analyst. The student should have a fundamental knowledge of financial accounting. Topics include the conceptual framework for analysis, basic analytical techniques, and comprehensive case studies. Prerequisite: BUS 203 and BUS 204 or permission of instructor. (Var.) 3(3-0)

AIB 234 Law and Banking: This course provides an overview of the legal aspects of banking. It is designed to equip the student with a non-technical, clear understanding of all aspects of the legal system which affect banks. Topics include the court system and civil procedures, consumer protection, negotiable instruments, partnerships, corporations, sales of personal property, bank deposits and collections, and legal aspects of bank transactions. (Var.) 3(3-0)

AIB 236 Residential Mortgage Lending: This course assists mortgage loan officers in developing sound mortgage portfolios. Topics include a picture of

the mortgage market, the acquisition of a mortgage portfolio, mortgage plans and procedures, mortgage loan processing and servicing, and the obligations of the mortgage loan officer in overall portfolio management. Prerequisites: AIB 202 or permission of instructor.
(Var.) 3(3-0)

AIB 239 Marketing for Bankers: This course provides instruction in basic marketing principles and their practical application to the banking industry. The course also covers the scope and advantages of all banking services and teaches the student to recognize and meet customer needs by selling these services. Course topics include public relations and communications, consumer motivation and buying behavior, and marketing.
(Var.) 3(3-0)

BIOLOGY

BIO 101 General Biology I: This course introduces basic biolgical principles—the nature of science; elementary chemistry; cell structure and function; energy transformation; and the anatomy and physiology of higher vertebrates including coverage of digestion, excretion, and circulation. (F,W,SS) 4(3-3)

BIO 102 General Biology II: This course is a continuation of the study of the anatomy and physiology of higher vertebrates including respiration, immunity and disease, locomotion, nervous mechanisms and behavior, sensory reception, hormones, and reproduction. (W,S,SS) 4(3-3)

BIO 103 General Biology III: This course is a continuation of the study of the anatomy and physiology of higher vertebrates including development, biochemical genetics, and heredity. Population genetics and evolution, introductory ecology and population study, and a survey of the major plant and animal phyla are also included. (S, SS) 4(3-3)

BIO 120 Selected Topics in Biology: This course is designed for students interested in current issues in biology. Topics include energy problems, human population trends, pollution, social biology, marine resources, and other controversial issues. Independent literature research and discussion presentations are required. Field trips are used when appropriate.
(Var.) 3(3-0)

BIO 201 Anatomy and Physiology I: This course is an integrated anatomical and physiological study of the human body including chemistry, cell structure, tissues, the skeletal system, the muscular system, and the nervous system. Prerequisites: BIO 101, 102, or permission of instructor. (F,SS) 4(3-3)

BIO 202 Anatomy and Physiology II: A continuation of BIO 201, this course covers the nervous system, the cardiovascular system, the endocrine system, and special senses. Prerequisites: BIO 101, 102, 201, or permission of instructor. (W,SS) 4(3-3)

BIO 203 Anatomy and Physiology III: A continuation of BIO 202, this course covers the respiratory system, digestive system, urinary system, reproductive system, metabolism, fluids and electrolytes, development, and genetics. Prerequisites: BIO 101, 102, 201, 202, or permission of instructor. (S,SS) 4(3-3)

BIO 207 Microbiology: This course focuses on microorganisms with an emphasis on morphology and physiological processes and their relationship to man and the environment. Laboratory exercises introduce the student to the detection, identification, and destruction of pathogenic microorganisms. Prerequisites: BIO 103 or BIO 205, 206. (S) 4(3-3)

BIO 210 Principles of Ecology: This course focuses on basic ecological principles. Topics include productivity, nutrient cycles, pollution, environmental factors, species interaction, physiological ecology, population dynamics, community ecology, world biomes, paleoecology, and ecology and man. A weekend field trip is required. Prerequisites: BIO 103 or permission of instructor. (Var.) 5(3-4)

BIO 220 Introduction to the Marine Environment: This course focuses on the physical and biological components of the marine environment and their interrelationships. Productivity and major species of invertebrates and vertebrates are highlighted. One weekend field trip is required. (S,SS) 5(3-4)

BIO 1510 Anatomy and Physiology: This course presents the study of the general plan of the human body and its ten systems. Topics include how the body controls its functions, stands erect, and moves; how digestion of food takes place; how the body removes waste products; and how the body provides for reproduction and survival. (F) 6(6-0-0)

BASIC LAW ENFORCEMENT

BLE 100 Basic Law Enforcement: The Basic Law Enforcement course consists of instruction in such topics as constitutional law, laws of arrest, search and seizure, mechanics and procedures of arrest, law enforcement communications and information systems, elements of criminal law, defensive tactics, juvenile laws, emergency medical services, firearms, patrol techniques, crime prevention techniques, crisis management, criminal investigations, ABC laws, motor vehicle laws, traffic accident investigation, and law enforcement driver training.
(Var.) 26(17-0-27)

BUSINESS

BUS 99 Business Skills Lab: This course is designed to aid students who need practice or additional instruction in typing, office machines, and transcription. (F,W,S,SS) 0(Var.)

BUS 100 Stenoscript: This course presents an easy-to-learn phonetic shorthand written with the "abc's" rather than symbols. Accepted by the Civil Service and industry. Speed of 80 words a minute can be achieved in one quarter. This course will generally not transfer to a four-year institution. May be used as a general elective in the T-108 program. (Var.) 3(3-1)

BUS 101 Elementary Keyboarding/Typewriting: In this course, the student learns to master the keyboard by using the typewriter or microcomputer. Basic techniques for speed and accuracy are stressed. Students receive a brief introduction to different personal and business letter formats, manuscripts, and tabulation typing. May count as an elective course toward A.A., A.S., and A.F.A. degrees. (F,W,S,SS) 4(3-2)

BUS 102 Intermediate Keyboarding/Typewriting: In this course accuracy and speed are developed through correct typewriting/microcomputer techniques. Emphasis is on practical applications with business forms, business letters, manuscripts, tabulations, and centering. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisites: BUS 101 or demonstration of proficiency. (F,W,S,SS) 3(2-3)

BUS 103 Advanced Keyboarding/Typewriting: This course further develops the student's production speed and accuracy by using the typewriter or microcomputer. This level of advanced keyboarding/formatting skills allows the student to develop information processing skills in a variety of offices. Although EDP 204 is not a prerequisite, it is recommended that students successfully complete the word processing course before taking BUS 103. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisite: BUS 102. (F,W,S,SS) 3(2-3)

BUS 106 Introduction to Business: This course provides a comprehensive introductory analysis of the modern business field including organization, methods of operation, forms of ownership, business functions, and problems of management. May count as an elective course toward A.A., A.S., and A.F.A. degrees. (F,S,SS) 5(5-0)

BUS 108 Personal Finance: This course covers personal and family finance, installment buying, insurance, home buying, income taxes, the stock market, and other investment media. (W,S) 5(5-0)

BUS 109 Inter-Personal Relations: This course is designed to help individuals become more aware of themselves, their potential, and how to react in many situations. Emphasis is on personality; speech; grooming; and physical, mental, and social improvement pertaining to business and daily relations with others. (F,W,S) 3(3-1)

BUS 110 Filing: This course covers the fundamentals of indexing and filing and combines theory and practice by using miniature letters, filing boxes, and guides. The student also becomes familiar with modern filing equipment. (F) 3(3-0)

BUS 111 Elementary Shorthand: This course emphasizes mastery of word-building principles of the Gregg system, with intensive drill on brief forms and correct writing and reading techniques. (W) 5(5-0)

BUS 112 Intermediate Shorthand: This course is designed to perfect the knowledge of theory, to widen vocabulary range, to develop phrasing skill, and to achieve a speed of 60 to 80 words a minute on new material. Prerequisite: BUS 111 or demonstration of proficiency. (S) 4(3-2)

BUS 113 Advanced Shorthand: This course focuses on dictation at increasingly higher speeds with goals of 80 to 100 words a minute on new material. Transcription practice is included. Prerequisite: BUS 112. (F) 4(3-2)

BUS 115 Business Law I: This course is designed to acquaint the student with certain fundamentals and principles of business law including contracts, sales, and bailments. May count as an elective course toward A.A., A.S., and A.F.A. degrees. (F,W) 3(3-0)

BUS 116 Business Law II: This course includes the study of laws pertaining to commercial paper, risk-bearing, partnership/corporation, agency, and property rights. May count as an elective course toward A.A., A.S., and A.F.A. degrees. (W,S) 3(3-0)

BUS 124 Payroll Accounting: This introduction to payroll accounting covers basic payroll procedures, records, laws, and forms. (W,S) 3(3-0)

BUS 203 Principles of Accounting I: This course includes a study of beginning accounting principles, the accounting cycle, and how to record transactions using journals and ledgers. Students also learn to prepare the three basic accounting statements and a worksheet. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisite: None (BUS 107 encouraged). (F) 4(3-3)

BUS 204 Principles of Accounting II: This course includes a study of receivables and payables, deferrals and accruals, depreciation, payrolls, and systems and controls. Students also learn to compute inventory costs and to record these costs on income statements and balance sheets. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisite: BUS 203. (W) 4(3-3)

BUS 205 Principles of Accounting III: This course covers some of the more advanced concepts and principles of accounting. The student learns about accounting for partnerships and corporations as well as long-term liabilities and investments. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisite: BUS 204. (S) 4(3-3)

BUS 210 Electronic Calculators: This course is designed to develop the student's skill in operating print or display electronic calculators while also allowing the student to acquire competency in performing basic calculations of business mathematics. (F,W,S,SS) 2(1-2)

BUS 211 Marketing: This course is a study of the principles, functions, and methods of marketing products from the producer to the consumer. Topics include consumer behavior, marketing consumer goods, and the role of the middleman's activities and how they affect the manufacturer's sales strategy. May count as an elective course toward A.A., A.S., and A.F.A. degrees. (F) 5(5-0)

BUS 212 Bookkeeping: This course introduces principles, techniques, and tools of accounting for understanding the mechanics of accounting. Topics include collecting, summarizing, analyzing, and reporting information about services and mercantile enterprises. Emphasis is on practical application of the principles learned. Prerequisite: None (BUS 107 encouraged). (S) 4(3-2)

BUS 213 Typewriting for Speed: This course emphasizes accuracy and speed development through correct typing techniques. (S) 3(3-1)

BUS 214 Office Procedures: This course provides the capstone for the college-trained secretary preparing to meet the increasingly exacting requirements of a secretarial position. Basic typing and transcription abilities are assumed; operational functions affected by changes in technology are presented. (S) 4(3-2)

BUS 215 Medical Terminology and Vocabulary I: This course provides a foundation for the study of medical terms by teaching the student to divide words into component parts; to recognize basic combining forms, suffixes and prefixes; and to know their meaning. (W) 3(3-0)

BUS 216 Medical Terminology and Vocabulary II: This course is a study of how the medical language is used in context with terms which apply to the body as a whole, where organs are located, and how the organs function. Emphasis is on the terminology of each of the human body systems. (S) 3(3-0)

BUS 219 Real Estate Finance: This course presents a study of real estate finance including an analysis of financial techniques and instruments necessary in real estate financing. Topics include the structure of the mortgage market, the sources of funds, types of mortgages, role of government agencies, interest rates, loan origination and servicing, and competition in the money market. (Var.) 5(5-0)

BUS 221 Transcription I: This course provides a review of English grammar, punctuation, and spelling and includes intensive practice in machine transcription. Emphasis is on typing mailable/acceptable copies of business letters; manuscripts; and medical, legal, and government documents using transcribing machines. Prerequisites: BUS 103 and ENG 101. (F) 4(3-2)

BUS 222 Transcription II: Designed for advanced shorthand students, this course teaches the student to combine skills already acquired in shorthand and typewriting with a knowledge of the mechanics of English in order to produce mailable letters—letters which are accurately transcribed; attractively placed on the page; and free from errors in punctuation, spelling, and grammar. Shorthand speed of 80 words a minute for three minutes is the minimum requirement. Prerequisite: BUS 113. (W) 4(3-2)

BUS 223 Transcription III: This course is a continuation of Transcription II. Shorthand speed of 90 words per minute for three minutes is the minimum requirement. Prerequisite: BUS 222. (S) 4(3-2)

BUS 229 Taxes: This course is designed to provide students with an understanding of federal and state income taxes. Topics include a study of income tax withholding, forms to be used, special tax situations, and the basic individual income tax returns. (S) 4(3-2)

BUS 230 Federal Income Taxes for Individuals: This course introduces the student to the federal tax law and to recommended procedures for preparing individual income tax returns. The student who completes this course should be more proficient in preparing federal income tax returns. May be used as a general elective in the T-018 curriculum. (W) 1(1-1)

BUS 235 Business Management: This course introduces principles of business management including an overview of the major functions of management such as planning, staffing, controlling, directing, and financing and clarifies the decision-making function versus the operating function. The role of management in business is studied. (S) 3(3-0)

BUS 243 Advertising: This course covers the role advertising plays in a free economy and its place in mass communications media. Topics include the study of product and market research, advertising appeals, selection of media, and various means of testing advertising's effectiveness. Theory and practice in writing advertising copy for various media are emphasized. (S) 3(3-0)

BUS 264 Legal Vocabulary and Legal Instruments: This course is designed to develop an understanding of the terminology and vocabulary used in the legal office and in the different areas of legal work. The course is designed to be a training aid for people who are entering or have recently entered the legal field. (Var.) 3(3-0)

BUS 271 Office Management: This course presents the fundamental principles of office management. Emphasis is on the role of office management including its functions, office automation, planning, controlling, organizing, and actuating office problems. (S) 3(3-0)

BUS 272 Principles of Supervision: The course introduces the basic responsibilities and duties of supervisors and their relationship to superiors, subordinates, and associates. Emphasis is on securing an effective work force and the role of the supervisor. Methods of supervision are stressed. (S) 3(3-0)

BUS 1103 Small Business Operations: This course is an introduction to business and covers basic business problems, equipment and office layout, business forms and records, purchasing and inventory, and basic business law. (SS) 2(2-0-0)

CARPENTRY

CAR 1101 Carpentry I: This course is designed to teach the student proper techniques of building houses and small commercial buildings using wood. Topics include the study of different types of framing methods, familiarization with the various types of wooden materials used by carpenters, proper use and care of hand and power tools, building layout and correct fastening procedures, building code specifications and their applications, installation of doors and windows, and proper application of siding and roofing. Safety is stressed at all times. (W) 7(3-0-12)

CAR 1102 Carpentry II: This course is designed to teach the student the various aspects of finished carpentry. Topics include the construction of cabinets, built-in desks and bookcases, window frames, stairs, and trim. Materials and finishes are also studied. (S) 10(5-0-15)

CAR 1124 Residential and Commercial Construction: This advanced course is supplemented by classroom and outside study of buildings in progress. Topics may include elementary job management, terrain and soils for foundation, excavating and piling, interior and exterior masonry walls, necessary carpentry work, and estimating proportions for concrete and mixes for specified strengths. A building erected or partially erected by the students for campus use or co-op work with a contractor during the summer provides actual work experiences. Prerequisites: CAR 1101, CAR 1102, DFT 101, DFT 207, DFT 1145, MAS 1101, and PLU 1115. (SS) 8(2-0-18)

CHEMISTRY

D-CHM 100 Basic Chemistry: This is a nontransferable chemistry course covering the fundamentals of chemical bonding, solution chemistry, kinetic molecular theory, and nuclear radiation. (SS) 3(3-0)

CHM 101 General Chemistry I: This course introduces the basic principles and theories governing the relationships between the different states of matter, atomic theory, chemical bonding, and the periodic law. Laboratory includes an introduction to qualitative analysis. (F) 4(3-3)

CHM 102 General Chemistry II: This course is a continuation of CHM 101. Additional topics include solution chemistry, gas laws, introduction to thermodynamics, changes of state, and chemical equilibrium. Prerequisite: CHM 101. (W) 4(3-3)

CHM 103 General Chemistry III: This course continues the study of chemical equilibrium. Additional topics include a quantitative study of acid-based equilibrium and solubility and an introduction to electrochemistry and organic chemistry. Prerequisite: CHM 102. (S) 4(3-3)

COOPERATIVE EDUCATION

Parallel Plan

COE 150 to 155 Cooperative Education I,II,III,IV,V,VI: Cooperative Education (Co-op) is open on a voluntary basis to all students interested in acquiring hands-on work experience while completing their degree. Students are placed on cooperative job assignments which relate to their programs of study whenever possible. The actual on-the-job work experience provides the student the opportunity to determine their interest in and suitability for the occupation for which they are studying. The program stresses part-time work in a job related to the student's degree program with a college-approved employer. Prerequisites: 6 quarter hours; 2.0 GPA; permission of Cooperative Education Director. (F,W,S,SS) 1 or 2(0-10 or 20)

Alternating Plan

COE 201, 202 Cooperative Education: The Alternating Plan emphasizes full-time work experience in a job related to the student's degree program with a college-approved employer. On a voluntary basis, students are allowed to participate in co-op under this plan

for two quarters. Prerequisites: Student must have 12 quarter hours credit; 2.0 or greater GPA; permission of Cooperative Education Director. (SS) 2(0-20)

COSMETOLOGY

COS 1001 Scientific Study I: This course for beginners in cosmetology includes a study of professional ethics, grooming, personality development, sterilization, sanitation, first aid and bacteriology, cosmetology law, anatomy, chemistry, nails, nail disorders, manicuring, hair, scalp, skin, and disorders pertaining to the hair, scalp, and skin. Minimum clock hours—100. (F,W,S,SS) 7(5-5-0)

COS 1002 Scientific Study II: This course is a classroom study of skin, scalp, hair, nails, and their disorders; salesmanship; permanent waving; marcelling; relaxing; hairdressing; wigs; and hair coloring. Minimum clock hours—50. (F,W,S,SS) 5(5-0-0)

COS 1003 Scientific Study III: This course is a classroom study of anatomy, manicuring, chemistry, cosmetics/facials, hairstyling, theory of massage, scalp treatments, superfluous hair removal, grooming, and hygiene. Minimum clock hours—50. (F,W,S,SS) 5(5-0-0)

COS 1004 Scientific Study IV: This course is a classroom study of chemistry, sanitation, sterilization, hair coloring, lash and brow tinting, artistry in hair styling, beauty salon salesmanship and management, electricity, cold waving, and hair shaping. Minimum clock hours—50. (F,W,S,SS) 5(5-0-0)

COS 1005 Scientific Study V: This course is a study of hair chemistry, product chemistry, bone structure of head and face, reading style blueprints, salesmanship and management, personality development, and images. Minimum clock hours—50. (F, W, S, SS) 5(5-0-0)

COS 1011 Mannequin Practice: This course is a study of finger waving, pin curling, rollers, marcelling, hair relaxing, shampooing and rinses, scalp treatment, hair cutting, permanent waving, hairdressing and combing, hair tinting, bleaching, frosting, streaking, wig care, and styling. Minimum clock hours-200. (F,W,S,SS) 12(5-15-0)

COS 1022 Clinical Application I: This course is a study of live model performance and is designed to develop skills and understanding of techniques and applications in the areas of bacteriology, pin curling, finger waving, rollers, permanent waving, marcelling, chemical relaxing, hairdressing and wigs, manicuring and pedicuring, skin and scalp disorders, hair coloring, and hair cutting. Minimum clock hours—220. (F,W,S,SS) 7(0-5-17)

COS 1033 Clinical Application II: This course provides continued laboratory practice and application of techniques of hair shaping, professional ethics, manicuring, chemistry, cosmetics, facials, hair styling, hair coloring (rinses, etc), and scalp treatments. Minimum clock hours—250. (F,W,S,SS) 8(0-5-20)

COS 1044 Clinical Application III: This course is a continued study of laboratory practices in chemistry, sanitation, sterilization, hair coloring, lash and brow tinting, artistry in hair styling, cold waving, and hair shaping. Minimum clock hours—250. (F,W,S,SS) 8(0-5-20)

COS 1055 Clinical Practice IV: Cosmetology services are performed in a simulated salon experience as this 300-hour period replaces apprenticeship in a salon. This course consists of appointment booking to utilize time, practice in new trends and "quick service" styles, custom permanent waving, adapting hairstyles to features and lifestyles, and blending haircolor and makeup to skin tones. Minimum clock hours—250. (F, W, S, SS) 8(0-5-20)

DESIGN

DES 101 Tools, Materials, and Processes I: This course introduces design principles which affect the drafter-designer, characteristics of materials and their application to specified design requirements, and problem-solving methods as applied to the design process. (F) 3(3-0)

DES 102 Tools, Materials, and Procedures II: This course emphasizes hands-on experience in solving design problems through laboratory experiences. Application of methods and procedures used to produce a product will be taught. (W) 4(3-2)

DES 201 Machine Shop Technology: This course provides laboratory experiences involving the use of various types of machine shop equipment of a more advanced nature than experienced in DES 102. Experience is gained through individual or group production projects. (W) 3(0-6)

DRAFTING

DFT 99 Drafting Skills Lab: This lab is designed to aid students who need additional practice and instruction in developing drafting skills. (F,W,S,SS) 0(Var.)

DFT 101 Engineering Drawing I: This course introduces basic engineering drawing techniques and principles including, but not limited to, use and care of instruments, lettering, applied geometry, and basic orthographic projection. May count as an elective course toward A.A., A.S., and A.F.A. degrees. (F,W,S) 5(4-2)

DFT 102 Engineering Drawing II: This course continues the study of orthographic projection, first and second auxiliary views, sections, and conventions. May count as an elective course toward A.A., A.S., and A.F.A. degrees. (F,W,S) 5(4-2)

DFT 103 Engineering Drawing III: This course is a continuation of DFT 102 including dimensioning principles and practices, screw threads, fasteners, and springs. May count as an elective course toward A.A., A.S., and A.F.A. degrees. (F,W,S) 5(4-2)

DFT 104 Electronic Drafting: This course explores application and principles in the use of symbols and conventions in making schematics, block diagrams, and other graphic methods of representing electronic engineering problems. Prerequisite: DFT 101. (W) 2(1-2)

DFT 105 History of Architecture I: This course focuses on the development of architectural forms from early civilization to present time. May count as an elective course toward A.A., A.S., and A.F.A. degrees. (S) 3(3-0)

DFT 106 History of Architecture II: This course is a continuation of DFT 105 with emphasis on American architecture and the contemporary architecture of Europe and the Americas. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisite: DFT 105. (SS) 2(2-0)

DFT 201 Advanced Engineering Graphics I: This course is an advanced technical study of engineering graphics including, but not limited to, fundamental drawing of gears, cams, and simple levers. Prerequisite: DFT 103. (F,W,S) 5(4-2)

DFT 202 Advanced Engineering Graphics II: This course is a continuation of DFT 201 including welding symbols as applied to engineering drawings, piping drawings, and intermittent drives. (F,W,S) 5(4-2)

DFT 203 Advanced Engineering Graphics III: This course focuses on development and intersections which are applied to solids and sheet metal drawings. The course includes basic mapping practice with some field experience. (F,W,S) 5(4-2)

DFT 204 Technical Illustrations: This course is a study of techniques and procedures used by the technical illustrator. Pictorial methods are used including isometric, oblique, dimetric, trimetric, and perspective drawing. Skills using these methods are developed through selected problems. (SS) 5(4-2)

DFT 205 Descriptive Geometry I: This course focuses on the graphic analysis of space problems involving points, lines, and planes either separately or in combined form. Topics include pattern development of geometric forms with emphasis on construction (layout) and industrial application. Prerequisite: DFT 102. (W) 5(4-2)

DFT 206 Design Drafting: This course introduces basic motion transfer as related to power trains including pulleys, chain drives, rachet pawls, gears and cams, levers, and design problem solving. Prerequisite: DFT 103. (S) 5(4-2)

DFT 207 Architectural Drawing I: This course covers basic architectural drawing principles and practices including, but not limited to, basic design requirements for residential dwellings, energy conservation, solar applications, and a study of basic light construction principles. Floor plan of a residence is required. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisite: DFT 101. (SS) 5(4-2)

DFT 208 Architectural Drawing II: This continuation of DFT 207 includes studies and drawings of floor framing, wall and roof sections, foundations, elevations, details, specifications, and presentation drawings. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisite: DFT 207. (SS) 5(4-2)

DFT 209 Individually Supervised Study, Drafting: This course offers research and study in a specialized area of engineering graphics as related to the student's vocational interests. Prerequisite: Permission of instructor. (Var.) 3(0-6)

DFT 210 Printed Circuit Board Layout & Design: This electronic drafting course focuses on the development of printed circuit boards from schematic drawings. Skills in transferring circuit design and etching are gained through selected laboratory problems. (SS) 4(3-3)

DFT 214 Jigs and Fixtures: This course introduces principles and practice of jig and fixture design and problem and design analysis as related to jigs and fixtures construction. Prerequisite: DFT 102. (S,F) 5(4-2)

DFT 216 Descriptive Geometry II: This course is a continuation of the graphic solution of problems but includes more involved and advanced applications of descriptive geometry. (W) 5(4-2)

DFT 1000 Blueprint Reading I: This course introduces basic principles of blueprint reading, lines, views, dimensioning procedures, and notes. (F) 4(4-0-0)

DFT 1010 Blueprint Reading II: This course is a continuation of DFT 1000. Emphasis is on machine shop blueprint reading, section views, auxiliary views, and development. Prerequisite: DFT 1000 or permission of instructor. (W,S) 3(3-0-0)

DFT 1020 Blueprint Reading III: This course is a continuation of DFT 1010. Emphasis is on machine shop blueprint reading, section views, auxiliary views, and development. Prerequisite: DFT 1010 or permission of instructor. (W,S) 3(3-0-0)

DFT 1030 Blueprint Reading IV: This course is a continuation of DFT 1000, 1010, and 1020. Topics include basic principles of machine drawings. Prerequisite: DFT 1020 or permission of instructor. (SS) 2(2-0-0)

DFT 1102 Construction Drawing I: This is an introductory course in basic drafting, blueprint reading, and sketching used by carpenters with light construction trade. The course introduces the carpenter to symbols, structural drawings, and methods to make clear, understandable sketches of various structural components used in the light construction trade. (F) 4(3-3-0)

DFT 1103 Construction Drawing II: This course focuses on construction drawing slanted toward architectural drawing concepts. As a follow-up to DFT 1102, the course covers floor plans, elevation drawings, architectural symbols, and construction schedules and drawings related to windows, doors, stairs, cabinets and utility systems in residential structures. Prerequisite: DFT 1102. (W) 4(3-3-0)

DFT 1104 Blueprint Reading: Mechanical: This course covers the interpretation and reading of blueprints. Information on the basic principles of the blueprint include lines, views, dimensioning procedures, and notes. (Var.) 1(0-0-3)

DFT 1116 Blueprint Reading: Air Conditioning: This is a specialized course in drafting for the heating, air conditioning, and refrigeration student. Emphasis is on reading blueprints which are common to the trade: blueprints of mechanical components, assembly drawings, wiring diagrams and schematics, floor plans, heating system plans including duct and equipment layout plans, and shop sketches. The student makes tracings of floor plans and layout air conditioning systems. (Var.) 2(1-0-3)

DFT 1135 Blueprint Reading: Electrical I: This course provides the basic knowledge necessary to read and understand electrical blueprints and schematic drawings. It teaches the student the use of symbols, how to sketch basic electrical plans and circuits, and how to plan and estimate requirements from blueprints. (Var.) 2(2-0-0)

DFT 1136 Blueprint Reading: Electrical II: This course is a continuation of DFT 1135. It teaches the student to read, draw, and understand electrical blueprints and schematic drawings. The course also teaches the student the use of symbols, how to draw basic electrical plans and circuits, and how to plan and estimate requirements from blueprints. Prerequisite: DFT 1135. (W) 2(2-0-0)

DFT 1145 Specifications and Contracts: This course focuses on the purpose of and the writing of specifications along with their legal and practical applications to working drawings. Contract documents are analyzed and studied for the purpose of client-architect-contractor responsibilities, duties, and mutual protection. (S) 3(3-0)

DRAMA

DRA 117 Technical Theatre I: This course covers stage architecture, scene construction, and rigging. Techniques of the past and present are emphasized. (F) 3(2-2)

DRA 118 Technical Theatre II: This course focuses on stage makeup and costuming, lighting and sound effects, and the construction of properties. Styles of the past and present are emphasized. (W) 3(2-2)

DRA 119 Technical Theatre III: This course provides a study of scene design, emphasizing color and form as applied to scenery of the past as well as to the various types and styles of dramatic literature. (S) 3(2-2)

DRA 121 History of The Theatre I: This course surveys the history of the great period of theatre from the Greek Classical through the Medieval. Emphasis is on types and styles of drama, dramatic literature, acting, and directing. (F) 3(3-0)

DRA 122 History of The Theatre II: This course surveys the history of the great periods of theatre from the Elizabethan through the French Neo-classical. Emphasis is on types and styles of drama, dramatic literature, acting, and directing. (W) 3(3-0)

DRA 123 History of The Theatre III: This course surveys the history of the great periods of theatre from the Restoration Period to the Contemporary. Emphasis is on types and styles of drama, dramatic literature, acting, and directing. (S) 3(3-0)

DRA 124 Play Production: This course explores the functions of the director, actor, and designer in the production of a play. The student is expected to participate in the production of a play each quarter by playing a role; assisting the director; or serving as a member of construction, sound, property, lighting, stage or house management, publicity, costume, and/or makeup staff. (Var.) 3(2-2)

DRA 130 Acting I: This course is designed to teach improvisational theater through a game-centered approach involving daily classroom performance. Prerequisite: Permission of instructor. (Var.) 3(3-0)

DRA 131 Acting II: This course emphasizes practice in developing the ability to control the voice and body as instruments of expression through improvisations, pantomime, vocal exercises, acting, rehearsal techniques, characterization, phrasing, tempo and climax, action, and reaction. Selected scenes are presented and analyzed during the term. (Var.) 3(3-0)

ECONOMICS

ECO 201 Principles of Economics I: This course surveys the private enterprise system, particularly the roles of the consumer, business, and government; the flow of economic activity; measures of economic activity—GNP, national income, employment; and the nature and function of money in the system.
(F,W,S) 3(3-0)

ECO 202 Principles of Economics II: This course evaluates government activity in the economic system—public spending, taxation, and government revenue; economic growth and problems; and environmental economics. Studies include the place of the consumer and the individual factors of production in the economic system, demand-supply, price, competition, non-price competition, and government regulation.
(F,W,S) 3(3-0)

ECO 203 Principles of Economics III: This course focuses on the forces determining the composition of income distribution, domestic economic problems, comparative economic systems, and international trade and payments. (F,W,S) 3(3-0)

ELECTRONIC DATA PROCESSING

EDP 95 Special Projects: This course is designed to give the student extra assistance in a program of study. The student works with computers in developing assigned programs for a more indepth understanding of computer programming. (F,W,S,SS) 1*(0-3)

*Denotes preparatory credit (non-transferable).

EDP 99 EDP Skills Lab: This lab is designed to aid the student who needs additional practice and instruction in developing computer programming skills.
(Var.) 0(Var.)

EDP 101 Introduction to Computers: This course is a study of computer operations, peripheral equipment, and utilization. A microcomputer application lab is included to expose the student to typical software packages. May count as an elective course toward A.A., A.S., and A.F.A. degrees. (F,W,S,SS) 4(3-2)

EDP 109 BASIC I: This is a beginning BASIC programming course which covers such topics as system operation, use of BASIC terms in programming, debugging, and techniques of program writing. The laboratory work provides problem application for lecture sessions. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisite: EDP 101.
(W,SS) 4(3-3)

EDP 110 BASIC II: This course is an advanced study of BASIC programming which includes creation and access of sequential and direct access files. A program project is required in the laboratory work. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisite: EDP 109. (S,SS) 4(3-3)

EDP 113 Logic Design and Flow Charts: This is a fundamental course in computer logic in which the student analyzes problems using computer logic. The logic of the computer program is formulated in standard flowcharting forms for use in future programs. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisite: EDP 101. (W,SS) 3(3-0)

EDP 135 Software Applications: This course focuses on computer software application. Emphasis is on practical experience with the use of software as opposed to theoretical applications. (Var.) 4(3-3)

EDP 136 Microcomputer Operations: This course provides a study of DOS software and microcomputer hardware as related to the installation, use, and maintenance of business application softwares. Proper hardware operation and maintenance procedures, disk file maintenance, as well as system configuration and batch automation principles are covered. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisite: EDP 101 or EDP 135 or permission of instructor. (S,SS) 4(3-3)

EDP 137 Microcomputer Spreadsheets: This is a study of the applications software known as electronic spreadsheets and its applications in the modern business environment. Worksheet creation, operation, graphic display of data, and macro commands are covered. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisite: EDP 135 or EDP 136 or permission of instructor. (Var.) 4(3-3)

EDP 138 Microcomputer DBMS: This is a study of the software known as Database Management Systems and its applications in the modern business environment. DBMS operations such as file definition, form creation, data entry and maintenance as well as query operations and report generation are covered. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisiste: EDP 135 or EDP 136 or permission of instructor. (Var.) 4(3-3)

EDP 204 Electronic Word Processing: This course introduces word processing using commercially available software packages. Laboratory exercises in use of the system are incorporated in working lecture sessions. The student is taught letter, form, and report manipulation. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisite: BUS 101.
(S,SS) 3(3-0)

EDP 205 Computerized Accounting: This course introduces the student to computerized accounting principles and covers five major accounting systems commonly found in computerized accounting environments.

These systems are general ledger, depreciation, accounts receivable, accounts payable, and payroll. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisite: BUS 203 and BUS 204. (Var.) 3(3-0)

EDP 207 COBOL I: This is a fundamental COBOL programming course in which COBOL language structure, statements, and programming methods and techniques are studied. The student develops program logic and writes programs to create and access sequential data files. Laboratory work covers program entry, compiling, and execution. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisite: EDP 101. (F,W,SS) 4(3-3)

EDP 208 COBOL II: This continuation of the study of COBOL includes more complex COBOL instructions and techniques. Laboratory exercises involve development of index and relative data files. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisite: EDP 207. (W,SS) 4(3-3)

EDP 209 COBOL III: This advanced study of complex COBOL programming covers file maintenance, matrix, and table handling. The course is intended primarily for data processing majors. Laboratory work requires completion of assigned programming project. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisite: EDP 208. (S,SS) 4(3-3)

EDP 212 Pascal I: This course introduces the student to the syntax of the Pascal language through the study of general language command formats and practical examples. Proper program design techniques are studied including currently accepted methods for program analysis, program documentation, logic design, coding in the Pascal language, and testing and debugging of programs. May count as an elective course toward A.A., A.S., and A.F.A. degrees. (SS) 4(3-3)

EDP 213 Pascal II: This course expands on the concepts encountered in Pascal I. Advanced concepts of Pascal language are introduced and implemented using structured program design techniques. May count as an elective course toward A.A., A.S., and A.F.A. degrees. (Var.) 4(3-3)

EDP 219 System Analysis: This course covers the position of system analysis and the relationship of the data processing department with other business departments and management information systems. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisite: EDP 101. (S,SS) 3(3-0)

EDP 220 Computer Programming Project: In this course, the student is required to develop a project which simulates a problem in business requiring a program solution. The student may select BASIC, COBOL, or Pascal for programming. The course places the responsibility upon the student to solve the problem with minimum assistance from the instructor. Prerequisite: EDP 208. (S,SS) 4(3-3)

ELECTRICAL INSTALLATION & MAINTENANCE

ELC 1102 Applied Electricity: This course focuses on the use and care of test instruments and equipment used in servicing electrical apparatus for air conditioning and refrigeration installations. Topics include electrical principles and procedures for troubleshooting of the various electrical devices used in air conditioning, heating, and refrigeration equipment including transformers, various types of motors and starting devices, switches, electrical heating devices, and wiring. (Var.) 3(2-0-3)

ELC 1123 Electrical Installation: This course is designed to teach the student the fundamentals of electrical wiring in houses and small commercial buildings. Topics include the reading of electrical blueprints, sizing of conductors, proper wiring procedures, and installation of electrial components. The National Electrical Code is incorporated into the instruction. Safety is stressed at all times. (W) 2(1-0-3)

ELC 1510 Fundamentals of Electrical Installations I: This course provides instruction and application in the fundamentals of planning and installation of wiring in residential application to include services, panels, lighting, fusing, branch circuits, and National Electrical Code regulations. (Var.) 10(5-0-15)

ELC 1520 Fundamentals of Electrical Installation II: This course covers the relationship between voltage, current, and resistance as revealed by the application of Ohm's Law to series and parallel circuits. Topics include sources of direct and alternating current and effects of reactance and impedance upon the power and resonance of these circuits. The operation and use of instruments to measure voltage, power, current, and resistance are also covered. Prerequisites: ELC 1510. (Var.) 4(2-0-6)

ELC 1522 Residential Installation: This course provides instruction and application in the installation of electrical requirements in residential dwellings, regulations governing the wiring as listed in the National Electrical Code and in the specifications, load calculations for family-type dwellings, installation of service equipment, and branch circuits in actual building mockups. (Var.) 8(5-0-9)

ELC 1530 Fundamentals of Electrical Installation III: This course expands the application of the concepts of electrical installation for more complicated

domestic buildings and commercial applications. Prerequisites: ELC 1520.
(Var.) 7(5-0-6)

ELC 1532 Commercial Wiring: This course provides instruction in commercial blueprint reading; National Electrical Code requirements; wiring methods; and installation of electrical distribution systems in commercial locations. (Var.) 9(5-0-12)

ELC 1540 Marine and Industrial Installations: This course provides instruction and application in installations of electrical service in vessels and industrial type buildings, installation of three phase power circuits, and National Electrical Code requirements.
(Var.) 6(3-0-9)

ELC 1542 DC and AC Motors and Control: This course provides an introduction to direct and alternating current motors, generators, and transformers. Topics include the principles of control systems for start, stop, and speed through the use of contactors, relays, and auto-transformer starters. Proper methods for selecting overload protection and correct size for feeder circuits and disconnects are covered. Another emphasis is on familiarization with various control systems for temperature and humidity. (Var.) 8(5-0-9)

ELECTRONICS

ELN 99 Electronics Skills Lab: This course provides a supervised laboratory experience offered to allow the student extra time to work with laboratory experiments. (Var.) 0(Var.)

ELN 101 Direct Current Circuits: During this study of direct current circuits, the student acquires an understanding of current and voltage characteristics in series circuits, parallel circuits, and series-parallel circuit configurations. Also, the course focuses on a study of resistance, maximum power transfer, and network analysis using Thevenin's and Norton's theorems.
(F) 8(6-4)

ELN 102 Alternating Current Circuits: This course introduces the student to alternating-current flow, commonly called accurrent. Topics include the voltage and current characteristics in series circuits, parallel circuits, and series-parallel circuit configurations consisting of combinations of resistance, capacitance, and inductance. (W) 8(6-4)

ELN 113 Electronics I: This is a continuation of the study of AC current theory and practices dealing with resistance, capacitance, and inductance in alternating current circuits. The course also introduces the student to solid state devices in a beginning study of diodes, transistors, and their application in electronic circuits. Prerequisite: ELN 102. (S) 7(5-4)

ELN 114 Electronics II: This course covers small signal and power amplification using BJT, FET, operational amplifier, and vacuum tube devices. Typical circuit troubleshooting as well as DC and AC component characteristics are examined. Prerequisite: ELN 113.
(SS) 5(3-4)

ELN 116 Peripheral Troubleshooting: This course covers peripheral operation, maintenance, troubleshooting, and repair by using typical microcomputer peripheral devices such as disk storage, printer, and modem systems as models. Prerequisite: ELN 221. (SS) 5(3-4)

ELN 207 Individually Supervised Study, Electronics: This course is designed to foster independent study, research, and investigation in electronics. The student makes a preliminary presentation of a problem, conducts an investigation, and makes a final report including a statement of the problem and methods of investigation, along with conclusions and suggestions for further study. Prerequisite: Permission of instructor. (Var.) 3(0-6)

ELN 211 Electronics III: This course focuses on oscillators, basic communications transmission and reception, frequency synthesizer operation, and basic power control devices and circuits. Prerequisite: ELN 114. (F) 5(3-4)

ELN 212 Digital Electronics I: This course focuses on basic digital logic through a study of relevant number systems and conversions; the symbols, tables, equations, and circuit operation of the basic gates; and basic MSI combinational and sequential digital circuits such as decoders, flip-flops, and registers. Logic family data, handling, and basic troubleshooting are also covered. Prerequisite: ELN 113. (SS) 5(3-4)

ELN 213 Digital Electronics II: This course covers memory and microprocessor characteristics and operations. Databook and specification sheet use and comprehension are stressed. Prerequisite: ELN 212.
(F) 5(3-4)

ELN 214 Digital Electronics III: This course presents microcomputer and peripheral characteristics and interfacing. Memory-mapped and io-mapped ports, parallel and serial interfaces, adc and dac analog interfaces are examined. Prerequisite: ELN 213. (S) 5(3-4)

ELN 215 Electronics Troubleshooting I: This course covers basic analog troubleshooting and repair techniques using the NTSC television systems as a model. Symptom-function analysis, signal tracing, and injection as well as substitution and associated repair processes are used. Prerequisite: ELN 211. (W) 6(4-4)

ELN 216 Electronic Troubleshooting II: This course covers advanced analog troubleshooting and repair techniques, including intermittent troubleshooting

using common commercial and consumer equipment such as multiplex receivers, VCRs, and CB transceivers as models. Prerequisite: ELN 215. (S) 6(4-4)

ELN 221 Microcomputer Troubleshooting: This course covers microcomputer "kernel" troubleshooting and nodal techniques. Symptom-function analysis and substitution principles and practice as well as ICE and logic analysis processes are used. In addition to the above processes, the operation and troubleshooting of keyboard and CRT displays are covered. Prerequisite: ELN 212. (W) 5(3-4)

ELN 222 Advanced Microcomputer Interfacing: This course covers microcomputer controller systems and interfaces as used in computer applications such as industrial control and automation. Transducer types, characteristics, and interfaces as well as control software are examined in this course. Prerequisite: ELN 214 and ELN 221. (S) 5(3-4)

ELN 223 Microprocessor Programming: This course focuses on assembly and machine language and the associated OS and hardware interface. Emphasis is on stressing universal assembly techniques, microprocessor based I/O, diagnostic and interface driver processes and programs are examined. Prerequisite: ELN 221 or permission of instructor. (S) 5(3-4)

ELN 1111 Direct and Alternating Current: This course provides instruction in the structure of matter and the electron theory; the relationship between voltage, current, and resistance in series; parallel and series-parallel circuits; analysis of direct current circuits by Ohm's law and Kirchhoff's law; sources of direct current potentials; fundamental concepts of alternating current flow; and reactance, impedance, phase angle, power, and resonance. (F) 10(5-0-15)

ELN 1112 Vacuum Tubes and Solid State Devices: This course introduces vacuum tubes and their development: the theory, characteristics, and operation of vacuum diodes; semiconductor diodes; rectifier circuits; filter circuits; triodes; simple voltage amplifier circuits; transistor theory; operation, characteristics, and their application to audio and radio frequency amplifier and oscillator circuits; and troubleshooting and repair of solid state devices. Prerequisite: ELN 1111. (W) 14(10-0-12)

ELN 1113 Television Theory and Circuits: This is a beginning theory course which introduces the study of the following: brightness control and DC re-insertion circuits, video detector stages, automatic gain control circuits, deflection oscillator and amplifier stages, automatic frequency control circuits, picture IF amplifier stages, and RF tuner units. Shop work includes construction, analysis, testing, and simple troubleshooting of the stages studied in class. Visual alignment and adjustments of control circuits are performed. Prerequisite: ELN 1112. (S) 7(5-0-6)

ELN 1125 Radio Receiver and Amplifier Servicing: This course introduces commonly used servicing techniques as applied to monophonic and stereophonic high fidelity amplifier systems and auxiliary equipment, the operation and servicing of intercommunication amplifiers and switching circuits, principles of radio reception and practices of servicing including block diagrams of radio receivers; servicing techniques of AM and FM receivers by resistance measurements, signal injection, voltage analysis, oscilloscope methods of locating faulty stages and components; and the alignment of AM and FM receivers. Prerequisite: ELN 1112. (S) 9(5-0-12)

ELN 1127 Television Receiver Circuits and Servicing: This course covers the principles of television receivers, alignment of radio and intermediate frequency amplifiers, and adjustment of horizontal and vertical sweep circuits. Techniques of troubleshooting and repair of TV receivers with the proper use of associated test equipment are stressed. More specialized servicing techniques and oscilloscope waveform analysis are used in the adjustment, troubleshooting, and repair of the color television circuits. Prerequisites: ELN 1113, ELN 1125. (SS) 15(10-0-15)

ENGLISH

ENG 91 Grammar Fundamentals: This course reviews the parts of speech, the structure of English sentences, and punctuation. In addition, it begins the study of paragraph composition. Graded on pass/repeat basis. (F,W,S,SS) 5*(5-0)

ENG 92 Composition Fundamentals: This course follows ENG 91 and emphasizes sentence structure and paragraph composition. Graded on pass/repeat basis. (F,W,S,SS) 5*(5-0)

*Denotes preparatory credit (non-transferable).

ENG 101 English Composition I: This course stresses the various standard modes of composition, emphasizing paragraph development. The student should expect to write for grade frequently. In literature, emphasis is on the short story. Prerequisites: A minimum placement test score of 45 with high school English grades of "B" or better or minimum placement test score of 51. (F,W,S,SS) 3(3-0)

ENG 102 English Composition II: This course continues the study of composition with emphasis on essay structure and development and on the techniques of research writing. In literature, class emphasis is on drama. Prerequisite: ENG 101. (F,W,S) 3(3-0)

ENG 103 English Composition III: This course focuses on poetry and the novel. In composition, emphasis is on writing about the literature studied. Prerequisite: ENG 102. (W,S) 3(3-0)

ENG 115 Man and the Media: This course is designed to increase the student's ability to think analytically about the various media and their impact on man. Discussion concerns selected television programs and movies and the relationship between verbal and visual media. Note: This course does not normally satisfy humanities requirement for graduation. (W,S) 3(3-0)

ENG 201 English Literature I: This course focuses on the poetry and prose of the English peoples from the pre-Christian era through the Puritan era with emphasis on Beowulf, Chaucer, Spenser, Shakespeare, and Milton. Prerequisite: ENG 103. (F) 3(3-0)

ENG 202 English Literature II: This course focuses on the literature of the English peoples from the Puritan to the Victorian era with emphasis on the satirists and romantics. Prerequisite: ENG 103. (W) 3(3-0)

ENG 203 English Literature III: This course focuses on the literature from the Victorian to the Modern era with emphasis on the prose writers and poets. Prerequisite: ENG 103. (S) 3(3-0)

ENG 205 American Literature I: This course is a survey of American Literature from its beginnings through Thoreau. Prerequisite: ENG 103. (F,SS) 3(3-0)

ENG 206 American Literature II: This course is a survey of American Literature from Longfellow through Dreiser. Prerequisite: ENG 103. (W,SS) 3(3-0)

ENG 207 American Literature III: This course is a survey of American Literature from Robinson to Oates. Prerequisite: ENG 103. (S,SS) 3(3-0)

ENG 209 Business Communications: This course covers the principles of modern business communications through the development of English grammar, with analysis and composition of the various types of effective business letters and reports. Prerequisites: ENG 101 and ENG 102. (W) 3(3-0)

ENG 1020 Reading Improvement: This course is designed to improve the student's ability to comprehend what is read by learning to read more rapidly and accurately. It is adjusted to the vocational student's interests. (F) 2(2-0-0)

ENG 1030 Communication Skills: This course presents various principles and techniques of communication and shows the student how to apply these principles and techniques in business and industry. (W) 2(2-0-0)

FRENCH

FRE 101 Elementary French I: This course introduces the basics of French pronunciation, grammar, and civilization. Emphasis is on developing skills of speaking, reading, writing, and comprehending the language. Topics include present tense verbs, telling time, and the correct usage of pronouns, adjectives, and adverbs. No previous study of French is required. (F) 3(3-1)

FRE 102 Elementary French II: This course is a continuation of FRE 101. Topics include quanitity expressions, idiomatic expressions, more irregular verbs in the present tense, and the passe compose. Prerequisite: FRE 101 or equivalent. (W) 3(3-1)

FRE 103 Elementary French III: This course is a continuation of FRE 102. Topics include reflexive verbs, indirect and direct object pronouns, the imperfect, future, and conditional tenses, and the comparison of adjectives and adverbs. Prerequisite: FRE 102 or equivalent. (S) 3(3-1)

FRE 151 Intermediate French I: This course is a review and expansion of elementary grammar concepts. Emphasis is on development of an increased vocabulary and speaking, reading, comprehension, and writing skills. The course is designed to further the student's understanding of French culture through reading conversations and literary works. Prerequisite: Two years of high school French, FRE 101-103 or equivalent. (F) 3(3-1)

FRE 152 Intermediate French II: This course is a continuation of FRE 151. Topics include the differences between the passe compose and the imperfect tenses, interrogative pronouns, and the passive voice. Prerequisite: FRE 151 or equivalent. (W) 3(3-1)

FRE 153 Intermediate French III: A continuation of FRE 152. Topics include a study of the subjunctive mood, object pronouns, and the future and conditional tenses. Prerequisite: FRE 152 or equivalent. (S) 3(3-1)

FRE 200 Selected Readings in French: This course is for those able to read French literature. Selections of short stories and drama are used and literary interpretations are included. Prerequisite: Three years of high school French or the completion of FRE 153. (Var.) 3(3-0)

GENERAL STUDIES

GUI 99 General Studies Lab (Computer-Assisted Instruction): This lab is designed for those students who need additional instruction in a curriculum course. Instruction is primarily through the use of computer-assisted instructional materials; however, a coordinator/tutor is present to provide individual tutoring if necessary. Prerequisite: Recommendation of the student's curriculum instructor. (F,W,S,SS) (Var.)

GEOGRAPHY

GEO 101 Principles of Geography I: This is the first course of a two-quarter sequential course designed to introduce the student to the study of geography, emphasizing physical geography and its influence on man. (Var.) 3(3-0)

GEO 102 Principles of Geography II: This course is a continuation of GEO 101. Emphasis is on the influence of geography on man in the major climatic regions of the earth. Prerequisite: GEO 101 or permission of instructor. (Var.) 3(3-0)

HEALTH

HEA 121 Hygiene I: This course is designed to give students a stimulating and realistic approach to personal and community life health and to develop in them a sound and critical attitude where their own personal health is concerned. (F,W,S,SS) 3(3-0)

HEA 122 Hygiene II: This course is a study of the human body and its functions as related to problems of health and disease. Emphasis is on the idea that good health is necessary to the fulfillment of all life needs and goals. (F,W,S,SS) 3(3-0)

HEA 223 First Aid and Safety Education: This course emphasizes developing safe attitudes, preventing accidents, and what to do if an accident occurs. Preventing accidents should be of primary importance to anyone desiring to live a normal and fulfilling life. This type of attitude is stressed at all times. (F,W,S,SS) 3(3-0)

HISTORY

HIS 101 Ancient History: This course surveys prehistory, the Ancient Near East, Greece and Rome through the Principate, Byzantium and Eastern Roman Empires to 6th century, and China. (F,SS,) 3(3-0)

HIS 102 Medieval History: This course surveys the rise of Christianity, decline of Rome in the West, the Middle Ages, the Medieval Church, growth of towns and commercialism, the Renaissance, Reformation, the rise of Royal Absolutism in 17th and 18th centuries. Non-western cultures, such as China, Japan, and pre-Colombian America, are also presented. No prerequisites; HIS 101 is recommended. (W,SS,) 3(3-0)

HIS 103 Modern History: This course surveys the Enlightenment; European expansion; dynastic struggles of 18th century; American, French and Industrial Revolutions; World War I; the Russian Revolution, World War II; and the post-War period to the present. No prerequisites; HIS 101 and 102 recommended. (S,SS,) 3(3-0)

HIS 201 U.S. History I: This course surveys European Colonial expansion in the Western Hemisphere, the establishment of the English Colonies, the struggle for American independence, the Federal period, and the War of 1812. (F) 3(3-0)

HIS 202 U.S. History II: This course surveys the Ante Bellum period, the Civil War, Reconstruction, the rise of big business, the Labor Movement, the Populist-Progressive movements, and imperial expansion to 1917. (W) 3(3-0)

HIS 203 U.S. History III: This course surveys 20th Century U.S. history from the Progressive Movement through the Cold War. (S) 3(3-0)

HIS 204 An Introduction to Latin America: This course surveys the geography, culture, economy, politics, and history of Latin America. Emphasis is on the geographical and cultural forces which have contributed to the Latin America of the modern period together with the modern movements in Latin America which strive to solve Latin American problems. Prerequisite: 3 hours of college history. (Var.) 3(3-0)

HIS 206 Modern Europe, 1815-1914: Seminar: This course traces the development of the European State System as it evolved in the 19th century leading to certain factors involved in the causes of the First World War. Emphasis is on the forces of liberalism, conservatism, and nationalism and reasons roles changed during the period. Prerequisite: 3 hours of college history. (W) 3(3-0)

HIS 207 Modern Europe, 1914-1960: Seminar: This course traces the development of the Second World War, the course of the war, and the post-war period of reconstruction. Emphasis is on the political, intellectual, and economic developments in European Civilization following World War I and the Treaty of Versailles. Prerequisite: 3 hours of college history. (S) 3(3-0)

HIS 209 An Interpretive History of Russian Culture: This travel-study course focuses on the history, geography, religion, and art of Old and New Russia. The student is required to attend lectures, take tests, and complete outside assignments. A study tour in the Soviet Union, where the student is exposed to Russian culture and history as it is lived, is required. (W) 5(3-6)

HOTEL AND RESTAURANT MANAGEMENT

HRM 103 Introduction to the Hospitality Industry: This course traces the growth and development of the hospitality industry from early inns to the modern hotel-restaurant industry. Emphasis is on the organi-

zation of the hotel-restaurant industry and the future trends in the industry. (Var.) 3(3-0)

HRM 104 Front Office Procedures: This course prepares the student to assume the duties of the various jobs in the hotel front office. The student learns the procedures involved in registering, accounting for, and checking guests out of the hotel. Front office promotional and sales practices are studied along with front office machine laboratory sessions. (Var.) 4(3-3)

HRM 105 Laws of the Hospitality Industry: The subject matter of this course includes statutes and case decisions affecting the operation of hotels, motels, and restaurants; laws governing the hotel-guest relationship; the protection of guests and their baggage; and a consideration of innkeeping statutes. (Var.) 3(3-0)

HRM 107 Food Cost Accounting: This course is designed to familiarize the student with the terms used in the food accounting field along with the various practices used by the industry in relation to food purchasing, preparation, accounting, and records as specified by the Uniform System of Accounts for Hotels and Restaurants recommended by the American Hotel-Restaurant Association. (Var.) 3(2-3)

HRM 110 Sanitation and Safety: Basic food sanitation principles are learned in conjunction with the college food facilities. The necessary information required for state inspection by a food sanitarian is covered. (Var.) 3(3-0)

HRM 207 Properties Management: This survey course provides necessary information regarding housekeeping and maintenance requirements in the hotel-restaurant industry. Safety, sanitation, and maintenance management for real property are stressed. (Var.) 3(3-0)

HRM 208 Menu Planning: This course provides a survey of menu planning for hotels and restaurants with emphasis on history and development, types, format, and uses. The importance of pre-planning the entire operation, including layout, is studied. (Var.) 3(3-0)

HRM 209 Food Purchasing: The purpose of this course is to provide the student with a summary of knowledge and the principles of quantity food buying. The student also learns the importance of developing and using specifications for purchase. (Var.) 4(3-2)

HRM 211 Beverage Operation: This course covers the principles and operation of an effective and successful beverage operation. The development of standards and calculation of costs and income are also emphasized. (Var.) 4(3-2)

HRM 213 Hospitality Business Management: This course analyzes management's functions and responsibilities in such areas as administration, organization, communications, accounting, and human relations. (Var.) 3(3-0)

HUMANITIES

HUM 123 Introduction to Humanities I: This course is an integrated historical survey of music and art in the Western World from the Greeks to the Renaissance, with reference to the environment under which the works were created. (F) 3(3-0)

HUM 124 Introduction to Humanities II: This course focuses on the systematic development of economics, government, and religion and its influence on forms and methods of creativity as revealed in specific works of art and music from the Baroque to the Romantic. (W) 3(3-0)

HUM 125 Introduction to Humanities III: This course is a study of Impressionism in France as a passage to twentieth century art, music revolutions, and changing cultural patterns. (S) 3(3-0)

LIBRARY

LIB 100 Library Usage: This general course covers the use of standard library reference tools such as the card catalog, indexes, directories, handbooks, periodicals, etc. Frequent, short research projects are required; and one long project is completed during the course. (F,W,S,SS) 1(1-0)

MASONRY

MAS 1101 General Masonry: This course is designed to introduce and familiarize the student with the masonry industry. Emphasis is on the proper use of masonry tools; the study of different types of masonry products and their uses; mixing of mortar for proper bonding; layout and construction of foundations, walkways, and drives; and construction of fireplaces and flues. (F) 7(2-0-15)

MATHEMATICS

MAT 90 Math Skills Lab: This course is designed to aid students who need additional assistance and supervised study in the basic operations of fundamental arithmetic and algebra. The course may be taken concurrently with MAT 91. Placement is determined by scores on the math placement test. Graded on a pass/repeat basis. (F,W,S,SS) 3*(3-0)

MAT 91 Basic Mathematics: This course is a review of the basic operations of addition, subtraction, multiplication, and division as performed on whole numbers, fractions, decimals, and signed numbers. Topics include a study of percent applications and a brief discussion of ratios and proportions. (F,W,S,SS) 5*(5-0)

*Denotes preparatory credit (non-transferable).

D-MAT 101 Basic Algebra I: This is an elementary course for the student who has had little or no previous work in algebra. Topics include fundamental operations, solutions of first degree equations, polynomials, factoring, and word problems. Prerequisite: Minimum score of 17 on math placement test. (F,W,S,SS) 3(3-0)

D-MAT 102 Basic Algebra II: This elementary course is a continuation of D-MAT 101. Topics include algebraic fractions, graphs of linear and quadratic equations, linear inequalities, and systems of linear equations; algebraic solutions to systems of linear equations, inequalities, and quadratic equations; fractional exponents and radical expressions. Prerequisite: D-MAT 101, with a minimum grade of "C." (W,S,SS) 3(3-0)

D-MAT 103 Basic Geometry: This is an elementary course for the student who has had no previous experience with geometry or who needs a thorough review. Topics include a study of angles, lines, points, triangles, congruence, simple proofs, parallel lines, quadrilaterals, inequalities, area, volume, Pythagorean Theorem, proportion, similarity, circles, and sectors. Prerequisite: One year of high school algebra or D-MAT 101. (F,W,S,SS) 3(3-0)

MAT 111 Fundamental Concepts of Mathematics I: This course introduces logic, set theory, systems of numeration, natural numbers, integers, and whole numbers. MAT 111, 112, and 113 are designed for students who major in elementary education. Prerequisite: A minimum math placement test score of 23. (Var.) 3(3-0)

MAT 112 Fundamental Concepts of Mathematics II: This course reviews rational numbers, percent and interest applications, metric system, irrational numbers, real numbers, absolute value, and sentences in one variable. Prerequisite: MAT 111. (Var.) 3(3-0)

MAT 113 Fundamental Concepts of Mathematics III: This course reviews informal geometry, the coordinate plane, sentences in two variables, coordinate geometry, probability, and statistics. Prerequisite: MAT 112. (Var.) 3(3-0)

MAT 121 College Algebra: This course reviews basic algebra, the coordinate plane, functions and their graphs, quadratic functions, inequalities, absolute values, and conic sections. Prerequisite: A minimum math placement test score of 30 plus two years of high school algebra with grades of "C" or better or a minimum grade of "C" in D-MAT 102. (F,W,S,SS) 3(3-0)

MAT 122 College Algebra II: This course introduces polynomial functions, exponential and logarithmic functions, matrix algebra, sequences, series, binomial theorem, and probability. Prerequisite: MAT 121 or permission of instructor. (W,S,SS) 3(3-0)

MAT 123 Trigonometry: This course covers definitions of the trigonometric functions, solutions of right triangles, laws of sines and cosines, oblique triangles, identities, conditional equations, inverse functions, polar coordinates, complex numbers, and vectors. Prerequisite: MAT 121-122 or permission of instructor. (S,SS) 3(3-0)

MAT 201 Calculus I: This course covers rate of change of functions, limits, derivatives of algebraic functions, applications of derivatives, continuity, the indefinite integral, the definite integral, areas, and derivative and integral of sine and cosine functions. Prerequisite: MAT 123 or permission of instructor. (F) 5(5-0)

MAT 202 Calculus II: This course focuses on the application of the definite integral; derivatives and integrals of trigonometric functions, inverse trigonometric functions, logarithmic functions, exponential functions, and hyperbolic functions; and methods of integration. Prerequisite: MAT 201. (W) 5(5-0)

MAT 203 Calculus III: This course covers plane analytic geometry, polar coordinates, vectors and parametric equations, and vector functions and their derivatives. Prerequisite: MAT 202. (S) 5(5-0)

MAT 204 Calculus IV: This course focuses on partial differentiation, multiple integration, and infinite series (Maclaurin, Taylor, Fourier). Prerequisite: MAT 202. (S) 3(3-0)

MAT 210 Linear Algebra: This course covers matrices and systems of equations, vector spaces, independence, bases, dimensions, rank, linear transformations, inverse of a linear transformation, changing coordinates, and representations of transformations. Prerequisite: MAT 123. (Var.) 3(3-0)

MAT 211 Elementary Statistics: This is a college credit course designed to acquaint the student in various fields with the fundamentals of modern statistics without rigorous proof of theorems involved. Topics include descriptive statistics; elementary probability theory; binomial, normal, chi-square, and F distributions; hypothesis testing; regression and correlation; one-way ANOVA; and selected nonparametric tests. Prerequisites: Placement test score of 30 or permission of instructor. (S) 5(5-0)

OCCUPATIONAL MATHEMATICS

MAT 104 Technical Math I: This course begins with signed numbers and calculating with scientific notation. Topics include performing basic algebraic operations, solving linear equations, setting up ratios, and solving proportions. The course also includes graphing linear equations, solving systems of equations algebraically and graphically, factoring quadratic equations, solving

quadratic equations by factoring, and performing basic operations with algebraic fractions. D-MAT 101 and 102 are allowed as a substitute. (F) 5(5-0)

MAT 105 Technical Math II: This course covers simplifying positive, negative, zero, and fractional exponents. Topics include simplifying and performing basic operations on radicals. Solving quadratic equations by Completing the Square and by the Quadratic Formula are covered as well as plane and solid geometry. Prerequisite: MAT 104 or D-MAT 101 and 102 or minimum math placement test score of 30. (W) 4 (4-0)

MAT 106 Technical Math III: This course covers trigonometry for right and oblique triangles, trigometric relations, radian measure, vectors, and practical applications. Prerequisite: MAT 105 or permission of instructor. (S) 3(3-0)

MAT 107 Business Mathematics: This course introduces the application of standard principles of mathematics to business situations. Topics include markup, trade and cash discount, interest, depreciation, installment credit, negotiable instruments, payrolls, insurance, commissions, graphs, and statistics. Prerequisite: A minimum math placement test score of 17. (F,W,S,SS) 5(5-0)

MAT 1000 Fundamentals of Mathematics: This course focuses on basic operations; addition, subtraction, multiplication, and division of whole numbers, common fractions, and decimal fractions; percentages, ratios, proportions, gears, and pulleys. (F) 5(5-0-0)

MAT 1010 Vocational Mathematics: This course focuses on calculator problems with conversions and decimals, basic algebra, rectangles, and triangles are studied. (W) 3(3-0-0)

MAT 1020 Geometry and Trigonometry: This course is a study of geometry and trigonometry as applied to the machinist trade. (SS) 3(3-0-0)

MAT 1030 Machinist Mathematics: This course provides practical application of algebra and trigonometry in the solution of problems related to the machinist trade. (SS) 3(3-0-0)

MAT 1050 Math for Cosmetology: This course covers basic operations; addition, subtraction, multiplication, and division of whole numbers; common fractions and decimal fractions; and percentages. Emphasis is on practical applications. (W) 6(6-0-0)

MAT 1112 Construction Estimating: As part of the light construction program, this course emphasizes estimating the cost of construction on building projects or phases of building projects. Students work with blueprints to develop material lists and estimate time involved to find labor costs. Prerequisites: DFT 101, DFT 207, MAT 1000, and MAT 1010. (SS) 3(3-0-0)

MACHINIST

MEC 99 Machinist Skills Lab: This course is designed to aid the student who needs additional practice and instruction in developing machinist skills. (Var.) 0(Var.)

MEC 1120 Duct Construction and Maintenance: This course is designed to advance the student's knowledge of basic machining skills. Hand tools, precision measuring instruments, the lathe milling machine, and drill presses are used in producing assigned projects. The student is required to utilize all information covered in theory and to implement all safety requirements encompassed with the use of each machine. Minimum clock hours—140. (Var.) 5(3-0-6)

MEC 1135 Mechanical Installations: This course introduces the student to the installation of built-in appliances and other mechanical equipment found in the modern home or small commercial building. Installation is studied in connection with framing and finishing of the carpentry work. Also, the course will help the student understand the types of plumbing, heating, air conditioning, and automatic sprinkler systems to be installed along with other appliances such as stoves, ovens, dishwashers, and refrigerators. Field trips are a part of this course. (SS) 3(2-0-3)

MEC 1200 Machine Shop Theory and Practice I: This course introduces the machinist trade and describes the potential it holds for the craftsman. Emphasis is on the identification, care, and use of basic hand tools and precision measuring instruments. Elementary layout procedures and processes of the lathe, drill press, and milling machines are introduced both in theory and practice. Minimum clock hours—180. (F) 8(3-0-15)

MEC 1201 Machine Shop Processes: This course is designed to acquaint the student with the procedures of layout work and the correct use of hand and machine tools. Experiences are provided in the basic fundamentals of drill press and lathe operation, hand grinding of drill bits and lathe tools, and set-up work applied to the trade. (Var.) 2(0-0-6)

MEC 1210 Machine Shop Theory and Practice II: This course is designed to advance the student's knowledge of basic machining skills. Hand tools, precision measuring instruments, the lathe milling machine, and drill presses are used in producing assigned projects. The student is required to utilize all information covered in theory and to implement all safety requirements encompassed with the use of each machine. Minimum clock hours—140. (W) 6(2-0-12)

MEC 1215 Lathe Operation: This course focuses on the operating principles and functions of the lathe, lathe tool sharpening and setups, and care and maintenance of the lathe. Minimum clock hours—130. (Var.) 7(3-4-6)

MEC 1220 Machine Shop Theory and Practice III: This is an advanced course segment for using the lathe, grinder, milling machine, and shaper. Topics include an introduction to basic indexing and terminology with additional practice with the processes of calculating, cutting, and measuring of gears. The student uses precision measuring instruments and tools which are used in actual industrial applications. Mimimum clock hours—140. (S) 6(2-0-12)

MEC 1225 Drill Press Operation: This course introduces operating principles and functions of the drill press, both standard and radial. Emphasis is on drill sharpening, setups on drill press, and care and maintenance of drill press. Minimum clock hours—130. (Var.) 7(3-4-6)

MEC 1230 Machine Shop Theory and Practice IV: This course gives the student an opportunity to do advanced operations on all equipment in the lab. Emphasis is on developing class projects in planning, blueprint reading, machine operations, final assembly, and inspection. Processes on the tool and cutter grinder are practiced. Special procedures and operations, processes and equipment, observing safety procedures faithfully, and establishing good work attitudes acceptable to industry must be practiced. Minimum clock hours—180. (SS) 8(3-0-15)

MEC 1250 Structure of Metals I: This course is an elementary and practical approach to ferrous metals which includes a study of their structure, marking, classification, and uses; the theory of iron and steel and their alloys; and shaping, forming, heat treatments, and surface treatments of steel. (S) 3(3-0-0)

MEC 1255 Structure of Metals II: This course is an elementary and practical approach to non-ferrous metals which includes a study of their structure, marking, classification, and uses. Topics include their shaping, forming, heat treatments, and surface treatments. (S) 3(3-0-0)

MEC 1260 Precision Machining I: This course focuses on the design and building of machine shop projects which require a great deal of skill by the student. The student is required to use all the equipment in the shop to build these projects; close tolerances will be held on all parts making up the projects. Prerequisite: MEC 1230 or equivalent shop experience. Minimum clock hours—180. (F) 8(3-0-15)

MEC 1265 Precision Machining II: In this course, more complex machining projects are undertaken to provide the student with projects which require a high degree of skill and accuracy. Prerequisite: MEC 1260 or equivalent shop experience. Minimum clock hours—180. (W) 8(3-0-15)

MEC 1272 Fundamentals of Numerical Control: This course offers both classroom and hands-on experience in the understanding and operation of numerical control and computer numerical control equipment. Minimum clock hours—150. (S) 8(3-6-6)

MEC 1275 Jig and Fixture Building: This course is designed to familiarize the student with the designing and building of jigs and fixtures used in production manufacturing by machine shops. Minimum shop hours—120. (SS) 6(2-4-6)

MEC 1280 Die Making: This course presents an elementary and practical approach to the building of simple dies. Special attention is given to the methods of developing the different types of dies. Instruction is given in types of materials used and the machining of component parts of dies. Minimum clock hours—120. (SS) 6(2-4-6)

MUSIC

MUS 90 Music Skills Lab: This lab is designed to aid the student who needs additional practice and instruction in developing music skills. (F,W,S) 0(Var.)

MUS 91-92-93 Organ Class: This is a preparatory course for the organist of insufficient background for college credit organ courses or for the student who does not wish to study organ for credit. By examination upon the completion of each quarter, a qualified student may enter MUS 114. (Var.) 1*(1-0)

MUS 94-95-96 Voice Class: This is a preparatory course for the vocalist of insufficient background for the college credit voice courses or for the student who does not wish to study voice for credit. By examination upon the completion of each quarter, a qualified student may enter MUS 108. (Var.) 1*(1-0)

MUS 97-98-99 Piano Class: This is a preparatory course for the pianist of insufficient background for the college credit piano courses. By examination upon the completion of each quarter, a qualified student may enter MUS 111. (Var.) 1*(1-0)

*Denotes preparatory credit (non-transferable).

MUS 100 Music Fundamentals I: This course is an introduction to basic rudiments of music for elementary education and a preparatory course for MUS 102, including developing a singing voice, reading rhythm, reading pitch, combining musical sounds, and playing the recorder. (F) 2(2-1)

MUS 101 Music Fundamentals II: This course is a continuation of MUS 100 and includes playing the piano, playing classroom percussion instruments, accompanying with autoharp, accompanying with guitar, creating music, and singing in harmony. Prerequisite: MUS 100. (W) 2(2-1)

MUS 102 Music Theory I: This course is an introduction to basic techniques of writing melodies, intervals, chords, and four-part harmony, including rhythm symbols, meter measures, time signatures; the notation of pitch; major and minor scales and key signatures; chord structures; and writing of melody, the phrase, and cadence. (F) 3(3-0)

MUS 103 Music Theory II: This continuation of MUS 102 focuses on two voice counterpoint; the passing tone; the neighboring tone; and compositions using I, IV, and V in the major and minor scales. Prerequisite: MUS 102. (W) 3(3-0)

MUS 104 Music Theory III: This continuation of MUS 103 focuses on secondary triads; inversion of triads—the six-chord, the six-four chord, and the seventh cord; and exercises in analysis and composition. Prerequisite: MUS 103. (S) 3(3-0)

MUS 105 Sight-singing and Dictation I: This course is a study of melodic and rhythmic elements of music using the movable "do." Emphasis is on rhythmic and melodic dictation involving intervals and scales, including scalewise melodies, key feeling and melodic memory, and all intervals. (F) 2(2-0)

MUS 106 Sight-singing and Dictation II: This continuation of MUS 105 includes two major part dictation, accompanied melody, and singing of major and minor melodies. Prerequisite: MUS 105. (W) 2(2-0)

MUS 107 Sight-singing and Dictation III: This continuation of MUS 106 includes reading of alto clef modulations, dictation of modal melodies, all intervals, and two part counterpoint. Prerequisite: MUS 106. (S) 2(2-0)

MUS 108-109-110,208-209-210 Voice for Performance Minors I, II, III, IV, V, VI: This course emphasizes breathing, breath control, vowels, essentials of tone production, and freedom and flexibility. Instruction begins with simple songs in English and Italian. Art songs are introduced in the second year. All voice students are required to sing in the college chorus. (Var.) 1(1-0) or 2(2-0)

MUS 111-112-113,211-212-213 Piano for Performance Minors I, II, III, IV, V, VI: This course requires adequate technical exercises such as Hanon or Czerny. Emphasis is on scales and arpeggios in varying rhythms. The student practices by using easy sonatinas by composers such as Clementi and Kuhlau as well as beginning Bach pieces and simple pieces of the Romantic and Modern periods. (Var.) 1(1-0) or 2(2-0)

MUS 114-115-116,214-215-216 Organ for Performance Minors I, II, III, IV, V, VI: This course is a fundamental study of manual technique, pedal technique, the independence of hands and feet, and the art of registration. Chorale preludes from the "Orgelbuchlein" by Bach and easy pieces by modern composers are used. (Var.) 1(1-0) or 2(2-0)

MUS 117-118-119,217-218-219 Chorus I, II, III, IV, V, VI: This is an activity course designed to give the student a deeper understanding, appreciation, and enjoyment of choral music and its practice. This course is required of all music majors and is open to all students by permission of instructor. Attendance is required at all rehearsals and performances. (F,W,S) 1(1-1)

MUS 123-124-125 Voice for Performance Majors I, II, III: This course involves basic vocal techniques and repertoire in simple Italian arias and English songs of Renaissance, Baroque, and classical periods. The course requires nine hours practice weekly. All voice students are required to sing in the college chorus. This course is open by audition to all qualified students. All voice majors are required to take piano. (Var.) 1(1-0) or 2(2-0)

MUS 126-127-128 Piano for Performance Majors I, II, III: This course reviews all major and minor scales; major, minor, dominant seventh, and diminished seventh arpeggios; selected technical studies; Bach Two- and Three-Part Inventions; sonatinas and easier sonatas of Haydn, Mozart, and Beethoven. The course requires nine hours practice weekly and is open by audition to all qualified students. (Var.) 1(1-0) or 2(2-0)

MUS 129-130-131 Organ for Performance Majors I, II, III: This course provides a foundation of organ technique through the study of manual and pedal exercises as given in the methods books of Clarence Dickinson or Harold Gleason. At least four of Bach's "Eight Little Preludes and Fugues" are completed together with some chorale preludes from Dupre and from Bach's "Orgelbuchlein." The course requires nine hours practice weekly and is open to all students who have completed MUS 113 or can demonstrate by audition a similar proficiency in piano playing. (Var.) 1(1-0) or 2(2-0)

MUS 132-133-134,232-233-234 Band I, II, III, IV, V, VI: This course reviews basic band techniques including scales, arpeggios, and ensemble playing. The course also requires learning standard band repertoire for concert performances. Prerequisites: A graduate of high school band or equivalent with permission of instructor. (Var.) 1(1-1)

MUS 135-136-137,235-236-237 Violin for Performance Minors I, II, III, IV, V, VI: This course reviews all major and minor scales and arpeggios with various bowing and includes technical studies by Kreutzer, Rode, and others. Simple pieces from Baroque, Classic, Romantic, and modern periods are practiced. The course requires six hours practice weekly. (Var.) 1(1-0) or 2(2-0)

MUS 138-139-140,238-239-240 Violin for Performance Majors I, II, III, IV, V, VI: This course reviews all major and minor scales and arpeggios in three octaves with various bowings; studies by Kreutzer, Rode or Fiorillo, and others; representative works from Baroque, Classic, Romantic and contemporary periods; concertos in the standard repertory. The course requires nine hours practice weekly. (Var.) 2(2-0)

MUS 202 Music Theory IV: This continuation of MUS 104 includes analysis of non-harmonic tones, realization of figured bass, harmonization in secondary dominant and diminished seventh chords, augmented 6th chords, neapolitan 6th chord, and chromatic modulation. Prerequisite: MUS 104. (F) 3(3-0)

MUS 203 Music Theory V: This continuation of MUS 202 includes contrapuntal forms; contrapuntal techniques and devices such as canon, invention, fugue, ostinato forms; and ground motif, ground bass, passacaglia, chaconne, and variation. Prerequisite: MUS 202. (W) 3(3-0)

MUS 204 Music Theory VI: This continuation of MUS 203 includes song forms, rondo form, sonata-allegro form, and 20th century trends and techniques. Prerequisite: MUS 203. (S) 3(3-0)

MUS 205 Sight-singing and Dictation IV: This course is a continuation of the study of melodic and rhythmic elements in music along with harmonic dictation using altered chords, modulations, and nonharmonic tones including singing of melodies in soprano, alto, and tenor clefs; themes and variations; sequence patterns in melodic intervals; major and minor triads. Prerequisite: MUS 107. (F) 2(2-0)

MUS 206 Sight-singing and Dictation V: This continuation of MUS 205 includes singing of duets, themes and variations, dictation of three-part harmony, passing tone, and neighboring tone. Prerequisite: MUS 205. (W) 2(2-0)

MUS 207 Sight-singing and Dictation VI: This continuation of MUS 206 includes singing of duets, all clefs, all intervals, and dictation of four-part harmony. Prerequisite: MUS 206. (S) 2(2-0)

MUS 220 Music Appreciation I: This course surveys the music of the Renaissance and Baroque periods including melody, harmony, instruments of the orchestra, musical structure and design, Gregorian Chant, the mass, motet, madrigal, opera, cantata, oratorio, sonata, concerto grosso, suite, and overture. Representative composers include Machat, Josquin des Prez, Monteverdi, Purcell, Palestrina, Vivaldi, Bach, and Handel. (F) 3(3-0)

MUS 221 Music Appreciation II: This course surveys music of the Classical and Romantic periods including keyboard music, chamber music, symphonies, operas, oratorios, choral music, and lieder. Representative composers include Haydn, Mozart, Beethoven, Schubert, Schumann, Brahms, Chopin, Liszt, Mendelssohn, and Wagner. (W) 3(3-0)

MUS 222 Music Appreciation III: Surveys post Romantic and Twentieth Century music including Expressionism, Impressionism, Neo-Classicism, the New Nationalism, Futurism, American Jazz, and Electronic music. Representative composers include Debussy, Stravinsky, Bartok, Schoenberg, Hindemith, Ives, Gershwin, Ellington, Boulez, and Penderecki. (S) 3(3-0)

MUS 223-224-225 Voice for Performance Majors IV, V, VI: This course focuses on advanced vocal techniques. Repertoire includes more difficult songs and arias from the Baroque and Classic periods, easy to medium difficult Romantic art songs and arias, and simpler songs and arias by contemporary composers. A sophomore recital for voice majors is required. The course requires nine hours practice weekly. All voice students are required to sing in the college chorus. Voice majors should complete FRE 153 and Piano for Performance Minors. Prerequisite: MUS 125 or permission of instructor. (Var.) 2(2-0)

MUS 226-227-228 Piano for Performance Majors IV, V, VI: This course reviews all major and minor scales and arpeggios in rhythms; more difficult selected technical studies; easier Preludes and Fugues of Bach; more difficult sonatas of Mozart and Beethoven; literature of Schbert, Schumann, Chopin, and Brahms; and pieces from the modern composers. The course requires nine hours practice weekly. Prerequisite: MUS 128 or permission of instructor. (Var.) 2(2-0)

MUS 229-230-231 Organ for Performance Majors IV, V, VI: This course requires completion of the "Eight Little Preludes and Fugues" and study of other Bach pieces such as the "Toccata and Fugue in D Minor;" pieces from pre-Bach, Romantic, and Modern school or organ composition; and hymn-playing and church service playing. The course requires nine hours practice weekly. Prerequisite: MUS 131 or permission of instructor. (Var.) 2(2-0)

NURSING

D-NUR 100 Orientation to Nursing Education: This course is designed to orient applicants of the Associate Degree Nursing program (both accepted and interested applicants) to the very basic concepts of nursing education. The role of the student nurse is emphasized with particular attention to the policies, philosophies, curriculum, etc. of the local program. Each student is to complete a self-assessment of their own value system, personal goals, support system, as well

as their study habits and testing skills. The course also includes an introduction to nursing organizations, the three basic nursing education programs, health care delivery system, nursing career opportunities, and the legal aspects of nursing. Basic math concepts are also covered. (F) 9(6-6-0)

NUR 101 Basic Concepts in Nursing: This introductory course providing students with a beginning knowledge base for nursing practice using the Roy Adaptation Model. The concepts of person, environment, health, and nursing are discussed in detail. Nursing process is discussed with emphasis on the assessment phase. Using therapeutic communication process and techniques, students practice health assessment skills of observation, measurement, and interview in the clasroom and laboratory settings. Prerequisite: Admission to the ADN program.

(F) 9(6-6-0)

NUR 102 Medical Surgical Nursing I: This introductory course provides students with a beginning knowledge base for clinical nursing practice using Roy's Adaptation Model. Selected body systems are discussed focusing on the application of nursing process. The goal of nursing care is to assist selected individuals in common adaptation problems focusing on assessment and selective nursing activities as they relate to specific nursing diagnosis. Clinical learning experiences are provided in the laboratory, hospital, and community agencies. Prerequisite: NUR 101, BIO 201, PSY 201, SOC 201. (W) 9(4-2-12)

NUR 103 Medical Surgical Nursing II: This second clinical nursing course provides students with a knowledge base for clinical nursing practice using Roy's Adaptation Model. Additional body systems are discussed focusing on all steps of the nursing process. Clinical nursing activities include medication administration. Clinical learning experiences are provided in the laboratory, hospital, and community agencies. Prerequisites: Successful completion of all fall and winter quarter first level courses required in the nursing curiculum. (S) 9(4-2-12)

NUR 104 The Emerging Family: This third clinical nursing course provides students with a knowledge base for clinical nursing practice using Roy's Adaptation Model. The reproductive systems are discussed focusing on the application of nursing process. The goal of nursing care is to assist the childbearing individual and the emerging family in all modes. The concept of family as a system is introduced. Clinical learning experiences are provided in the hospital and community agencies. Prerequisites: Successful completion of all fall, winter, spring quarter first level courses required in the nursing curriculum. (SS) 9(4-2-12)

NUR 200 Nursing Transition: This course is designed for the Licensed Practical Nurse entering the Associate Degree Nursing program with advanced standing and assists the student in making adjustments to the ADN role. The student has the opportunity to utilize previous knowledge to increase cognitive, psycho motor, and affective abilities in selected learning situations and health care settings. Major emphasis is on basic physical assessment skills. The nursing process, including establishing the nursing diagnosis, and its application in caring for clients in selected settings are also emphasized. Other areas of content include professional development, legal and ethical parameters, and therapeutic communication techniques.

(Var.) 10(6-2-9)

NUR 202 Child Health Nursing: This course focuses on the application of Roy's Adaptation Model in providing holistic care of the individual from birth to adolescence, including the family. This course highlights the adaptative and ineffective behaviors in the physiological, self-concept, role function, and interdependence modes identifying the most common nursing diagnosis health problems concerning the ill child and his family. Clinical nursing experiences are provided in the hospital and community agencies. Prerequisites: Successful completion of all courses as follows: Fall quarter - all first level courses; winter quarter - all fall quarter second level courses; spring quarter - all winter quarter second level courses. Corequisites: NUR 205, NUR 206, NUR 211. (F,W,S) 9(4-0-15)

NUR 203 Psychiatric/Mental Health Nursing: This course focuses on the application of Roy's Adaptation Model in providing holistic care of individuals and families needing psychiatric intervention. The course focuses on the adaptive and ineffective responses to the physiological, self-concept, role function, and interdependence modes as related to the most common nursing diagnosis and health problems concerning the psychiatrically impaired individual and his family. Clinical nursing experiences are provided in in-patient hospital settings and in community agencies. Prerequisite: Successful completion of all courses as follows: Fall quarter, all first level courses; winter quarter, all fall quarter second level courses; spring quarter, all winter quarter second level courses. Corequisites: Fall quarter, NUR 205; winter quarter, NUR 206; spring quarter, NUR 211. (F,W,S) 9(4-0-15)

NUR 204 Medical Surgical Nursing III: This course focuses on the application of Roy's Adaptation Model in providing holistic care to the critically ill individual and his family. This course also focuses on the adaptative and ineffective responses to the physiological, self-concept, role function, and interdependence modes as related to the common nursing diagnosis and health problems concerning the critically ill individual and his family. Clinical nursing experiences are provided in critical care units, emergency room, burn/trauma units and

other community agencies. Prerequisites: Successful completion of all courses as follows: Fall quarter, all first level courses; winter quarter, all fall quarter second level courses; spring quarter, all winter quarter second level courses. Corequisites: NUR 205, NUR 206, NUR 211. (F,W,S) 9(4-0-15)

NUR 205 Issues in Nursing: This course focuses on the self-concept mode of Roy's Adaptation Model whereby the student is encouraged to assess and evaluate his/her personal self from a moral-ethical point of view. The legal and ethical parameters of professional nursing practice are discussed in relation to the registered nurse's responsibility and accountability. The past, current, and potential future issues which have and will impact on the nursing profession are discussed. Prerequisites: NUR 205 is to be taken in the fall quarter, second level, after a student has successfully completed all courses required in the first level nursing curriculum. (F) 4(4-0-0)

NUR 206 Leadership Principles and Management of Patient Care: This course focuses on utilizing Roy's Adaptation Model as a framework in learning to make critical decisions as related to nursing practice/nursing care for small groups of patients. Principles in leadership and management as well as problem solving techniques are discussed and utilized in simulated settings as they apply to personal and professional communications with one's peers, faculty, and members of the health care team as well as small groups of patients. By integrating knowledge from Roy's three psychosocial modes of self-concept, role function, and interdependence, the student can identify the need(s) and means of making the transition from the role of student nurse to that of beginning staff nurse. Prerequisite: This course is to be taken in the winter quarter, second level, after a student has completed all courses required in the first level nursing curriculum and fall quarter second level courses. (W) 3(3-0-0)

NUR 207 Physical Assessment: This elective course is designed for second-year nursing students and registered nurses to supplement their basic education in assessing eight body systems. The course provides the beginning nurse clinician with the opportunity to increase his/her clinical physical assessment skills. The focus is on identifying deviations from the normal body functions. Prerequisites: Completion of first year of nursing program or RN. (SS) 3(3-0)

D-NUR 210 Test-Taking Strategies for the Nursing Student, Part I: This course focuses on developing test-taking skills in nursing context. Topics include self-preparation for tests, relaxation techniques, analyzing test situations and answers, and making "educated guesses." (F) 1(1-0)

NUR 211 Test-Taking Strategies for the Nursing Student, Part II: This course focuses on utilizing Roy's Adaptation Model to assess and evaluate the student's psychosocial modes specifically as related to test-taking skills and strategies. Simulated testing situations using national standardized nursing tests assist the student and faculty in this process. (S) 2(2-0-0)

NUR 1100 Nurses' Assistant: This course is designed to prepare qualified men and women to give effective nursing care to selected patients, to make and report observations, and to carry out routine tasks of nurses' assistant. Classroom teaching is centered around modern concepts of health, functional relationships within a nursing facility, fundamentals of effective interpersonal relations, and nursing procedures related to daily needs of patients and common therapeutic measures. Throughout the course, emphasis is on the role of the nurses' assistant. Clinical experiences provide opportunities for applying classroom learnings to practice in a nursing facility. (SS) 16(10-0-20)

NUTRITION

NUT 1512 Nutrition: This course is designed to give the student the basic knowledge relative to normal nutrition in health and disease. Emphasis is on normal nutrition in the selection and quality of nutrients to meet the needs of people for optimum health. (F) 3(3-0-0)

ORIENTATION

ORI 99 College Success Skills: Methods of study which have proven to be successful for achievement at the college level are presented through lecture, film, and supervised practice. Graded on a Pass/Repeat basis. (F,W,S,SS) 3*(3-0)

*Denotes preparatory credit (non-transferable).

PHYSICAL EDUCATION

PED 101 Basic Movement: This course is primarily designed for the development and improvement of muscular strength, muscular endurance, and circulorespiratory endurance. Gross motor activity such as running, jumping, leaping, and general floor exercises are stressed. (F,W,S,SS) 1(0-3)

PED 101A,102A,103A Adapted Physical Education: This is a planned program of selected activities for the student with physical defects or limitations which would prohibit the student from participating in regular physical education activity classes. (F,W,S) 1(0-3)

PED 106 Volleyball: Introduction to the basic skills of volleyball including the serve, pass, set-up, bump,

spike, and block. Controlled competition involving rules, scoring, and strategy is an integral part of this course. (W,SS) 1(0-3)

PED 109 Beginning Swimming: This course is for the non-swimmer or individual with limited swimming ability. Emphasis is on basic self-rescue and swimming skills including breathing, floating, gliding, kicking, and stroking. American Red Cross certificates are issued. (F,S,SS) 1(0-3)

PED 110 Basketball: This course introduces the basic skills and rules of basketball including passing, dribbling, and shooting. Class competition is stressed. (W) 1(0-3)

PED 112 Badminton: This course focuses on the fundamental skills and rules of badminton including serving and cocking of strokes, drop shots, net play, scoring, and strategy. Class competition is stressed. (F,W,S,SS) 1(0-3)

PED 113 Intermediate Swimming: This course is basically for individuals with limited swimming ability. Development of basic strokes and self-rescue skills is stressed. American Red Cross certificates are issued. (F,S,SS) 1(0-3)

PED 114 Basic Sailing: This course provides classroom and practical on-the-water experience in the basic fundamentals of small boat sailing. Small craft safety is stressed. Part I, American Red Cross Small Craft Safety (Sailing) certificates are issued. Prerequisite: Demonstrated ability to swim. (F,S,SS) 1(0-3)

PED 115 Intermediate Sailing: This course is a continuation of classroom and practical on-the-water experiences of the rudiments of small boat sailing. Techniques of competency of small boat handling are stressed along with general small craft safety. Part II, American Red Cross Small Boat Safety (Sailing) certificates are issued. Prerequisites: Demonstrated ability to swim and sail. (F,S,SS) 1(0-3)

PED 116 Advanced Life Saving: This course focuses on the development of swimming skills and advanced rescue techniques. Fundamental strokes emphasized are side, elementary back, breast, and crawl. American Red Cross certificates are issued to qualified class members. (S,SS) 1(0-3)

PED 117 Basic Canoeing: This course provides lecture and laboratory experiences in basic skills of lake, river, and creek canoeing. All of the basic canoeing strokes are covered along with fundamentals of canoeing safety and rescue. Prerequisite: Demonstrated ability to swim. (F,S,SS) 1(0-3)

PED 118 Advanced Canoeing: This course provides lecture and laboratory experiences utilizing advanced skills of flat water and open water canoeing. Fundamentals of canoeing safety and self-rescue are stressed. Outdoor education is an integral part of this course. Prerequisites: Demonstrated ability to swim, PED 117. (F,S,SS) 1(0-3)

PED 201 Archery: This course provides an introduction to skills and techniques of target shooting using various types and weights of bows. Class target practice is stressed. (F,S,SS) 1(0-3)

PED 202 Beginning Tennis: This course provides an introduction to the elementary skills used in tennis including serve, volley, ground strokes, and scoring. Basic rules and strategy for singles and doubles are included. Practical experience in class competition is stressed. (F,S,SS) 1(0-3)

PED 203 Dance I: This course provides the student with the opportunity to become actively involved in dance as a creative art. Emphasis is on the creative process as a means of communication and personal expression. Dance education provides personal growth through fitness experiences for the mind and body. This basic introduction and movement exploration course set to music teaches not only the different types and styles of dance but how the body can move with rhythm in part or together. (Var.) 1(0-3)

PED 204 Bowling: This course is an introduction to the basic techniques and skills in bowling including ball selection, approach, and release. Scoring and figuring handicaps are also covered. A nominal lane fee is charged for each game. (W,S,SS) 1(0-3)

PED 205 Softball: This course is an introduction to the basic skills of softball including throwing, hitting, fielding, and base running and the rules of softball. (S) 1(0-3)

PED 206 Golf: This course provides instruction in the rules and skills involved in golf including stance, grip, swing, and club selection. Class experience in use of irons is stressed. (F,S) 1(0-3)

PED 207 Water Safety Instructor: This course is organized based upon the American Red Cross program of instruction involving advanced swimming skills and techniques of water safety. American Red Cross certificates are issued. Prerequisite: American Red Cross Advanced Life Saving. (SS) 1(0-3)

PED 208 Instructor Sailing: This course is organized based upon the American Red Cross program of instruction in small-craft safety. Practical experience in teaching individuals how to handle small day sailers is stressed. American Red Cross certificates are issued to those individuals possessing a current Water Safety Instructor's certificate. Prerequisite: Demonstrated ability to swim and sail. (F,S,SS) 1(0-3)

PED 209 Intermediate Tennis: This course focuses on developing the intermediate skills in tennis including volley, smash, and lob as well as improving

ground strokes and serving techniques. Basic rules and strategy for singles and doubles are included. Class competition is stressed. (F,S,SS) 1(0-3)

PED 210 Advanced Basketball: This course is a continuation of PED 110. Class competition is stressed. (W) 1(0-3)

PED 212 Dance II: This course takes the student from a basic introduction to specialized areas of dancing. Emphasis is on a wider range and depth of instruction which allows the student to pursue special interests as well as learning experiences designed to develop more cultural awareness. This course furthers the development and fitness of the body as well as provides a study of the historical background, forms, opportunities for performance, and experiences in dance-related areas such as movement for stage and production, dance/exercise, and dance therapy. (Var.) 1(0-3)

PED 213 Square Dancing: This course is designed to teach the basic fundamentals of square dancing including basic shuffle step, musical timing, types of figures, parts of the square dance, introduction, main figure, trimming, and ending. (Var.) 1(0-3)

PED 216 Advanced Swimming: This course is designed for experienced swimmers who want to improve their ability in self-rescue techniques and basic strokes. American Red Cross certificates are issued. (SS) 1(0-3)

PED 221 Techniques for Teaching Physical Education Activities in the Public Schools: This course provides experience in planning activities for the high school and elementary school and reviewing the necessary skills and techniques of leadership. Methods, techniques, and organization of physical education programs at the secondary level are stressed with some experience in practical application. (Var.) 3(3-0)

PED 222 Techniques of Officiating Sports: This course is designed for pre-physical education majors and/or other students with a particular interest in individual and team sports. The course involves lecture and laboratory experience to expose the student to methods and techniques of officiating sports. Safety, sportsmanship and ethics, knowledge of rules, and mechanics of officiating are of primary concern. (F,W,S) 4(2-4)

PHARMACOLOGY

PHM 101 Pharmacology I: This course provides an opportunity for the student to gain a basic foundation in the understanding of drugs and drug therapy. The course covers the physiological actions of drugs in the body; drug interactions with other drugs, foods, etc.; and the role of the federal agencies regarding preparation, distribution, and experimentation with drugs. The legal aspects of dispensing controlled substances are emphasized, and the mathematical principles related to drug therapy are included. The student should gain a basic knowledge of the following types of drugs: anti-infectives, antibiotics, sulfonamides, sedatives, hypnotics, analgesics, anesthetics, diuretics, antihypertensive, hormone-related drugs, and drugs related to gastrointestinal disorders and chemotherapy. The course also focuses on the principles of drug preparation and administration by the nurse including the nurse's observation of patients receiving drugs. Prerequisite: NUR 101. Corequisite: NUR 102 (W) 3(3-0)

PHM 102 Pharmacology II: This course provides continuation of the safe administration of drugs with the student gaining an understanding of the principles involved with administration of oral and injectable medicine. The mathematical principles related to drugs are reviewed. Specific types of drugs covered in this course include the vasodilators, cardiotonics, cardiac depressants, anti-coagulants, nervous system stimulants and depressants, insulin, and oral hypoglycemics, as well as drugs used for anemias, respiratory disorders, convulsive disorders, and Parkinson's Disease. Prerequisite: NUR 101, 102. Corequisite: NUR 103. (S) 3(3-0)

PHM 1513 PN Pharmacology I: This course provides an overview of basic math principles. Apothecary and metric systems are introduced. Calculating dosages of drugs from hypodermic tablets, solutions, insulin, and antibiotics for children and adults are studied. (F) 2(2-0-0)

PHM 1531 PN Pharmacology II: This course is designed to provide a basic understanding of drugs and their action and effect in the human body. The student is introduced to the principles of drugs. Emphasis is on the assessment of patients receiving drugs and the accurate reporting and recording of drugs given. (S) 4(4-0-0)

PHYSICAL SCIENCE

PHS 101 Physical Science I: This course introduces the basic concepts of physics including mechanics, wave motion, electricity, and heat. The course is designed for the nonscience major. (F) 4(3-3)

PHS 102 Physical Science II: This course introduces basic chemical principles including the periodic table, nomenclature, and reaction classification. The course is designed for the nonscience major. (W) 4(3-3)

PHS 103 Physical Science III: This course presents a scientific approach to the study of the earth and our solar system. The course is designed for the nonscience major. (S) 4(3-3)

PHYSICS

PHY 150 Introductory Astronomy: This course is a general, nonmathematical study of the universe in-

cluding the earth, the celestial sphere, the solar system, stars, galaxies, and cosmology. (Var.) 4(3-2)

PHY 201 General Physics I: This course is a study of the basic underlying principles of mechanics including uniform and non-uniform motion, static and dynamic equilibrium, rotation, and the effect of inertia. The laboratory sessions are closely related to the theory with emphasis on measurement precision and data error analysis. Prerequisites: MAT 121, MAT 122, and MAT 123 or MAT 104, MAT 105, and MAT 106. (F) 4(3-3)

PHY 202 General Physics II: This course is a study of the physical theories and phenomena underlying heat and sound. The topics covered in heat are the kinetic theory of gases, temperature scales, heat transfer mechanisms, and other areas of thermodynamics. The topics covered in sound are the theory of wave motion, the media of transfer, and propagation. The laboratory sessions are closely related to the theory with emphasis on measurement precision and data error analysis. Prerequisite: PHY 201. (W) 4(3-3)

PHY 203 General Physics III: This course is a study of the fundamental laws, units, and theory governing electricity, magnetism, and optics. Particular topics are the atomistic nature of electricity, static and dynamic forms of electricity, magnetic fields, and phenomena indicating both the particle and wave nature of light and the manner in which they complement each other. The laboratory sessions are coordinated with the theory with emphasis on the principles involved and the analysis of error in the data. Prerequisites: PHY 202. (S) 4(3-3)

PHY 1040 Applied Physics I: This course introduces basic principles of electricity and magnetism including electron theory, magnetism and electromagnetism, series and parallel circuits, and electrical measurement. (W) 2(1-2-0)

PHY 1050 Applied Physics II: This course introduces properties and measurement of heat and heat's effect upon matter; properties of solids, liquids, and gases; theory of matter. (S) 2(1-2-0)

PHY 1060 Applied Physics III: This course introduces light, sound, and the physical principles of force. Equilibrium, laws of motion, and the six basic machines are also studied. (SS) 2(1-2-0)

PLUMBING

PLU 1115 Plumbing Installations: This course introduces the tools, fittings, and equipment used by plumbers. The student spends considerable time learning to handle these materials and tools correctly by cutting pipe, threading, caulking, and sweating joints of the various kinds of pipe and tubing. Plumbing installations are made to provide practical applications. Heating devices and the storage and circulation of hot water are studied. The student practices the installation of various plumbing fixtures and the proper use of traps. Field trips may be taken to study various types of installations. (S) 3(2-3)

POLITICAL SCIENCE

POL 211 United States Government I: This course examines the origins of the United States' system of government including the English historical roots, the Parliament, Common Law, the jury system, the Magna Carta, British Colonial influences, the Enlightenment, weaknesses of the Articles of Confederation, and the Constitution. (F,Var.) 3(3-0)

POL 212 United States Government II: This course examines the operation of the United States' system of government including interest groups, political parties, elections, the committee system of Congress, the executive and the bureaucracy, and the judiciary. Emphasis is on the problem solving aspects of governmental operations. Prerequisite: POL 211. (W,Var.) 3(3-0)

POSTAL SERVICE

POS 101 Postal History and Organization: This course covers modes of delivery or written communications and merchandise from earlier eras to the present. This study includes the present U.S. Postal Service organization and its functions, policies, procedures, and relationship to other governmental agencies. (Var.) 3(3-0)

POS 103 Mail Processing I: This course provides an awareness of the interrelated factors necessary to achieve rapid separation of large amounts of mail within specified time and error parameters and on a cost-effective basis. (Var.) 3(3-0)

POS 105 Mail Processing II: This course provides an indepth view of revenue determination procedures and flow characteristics involved in receipt, processing, and dispatch of second-, third-, and fourth-class mail. (Var.) 3(3-0)

POS 201 Postal Labor-Management Relations: This course reviews the laws and practices as related to Labor-Management in the Postal Service including current status, current problems and issues, national and local agreement, various bargaining units and associations in the U.S. Postal Service, grievance policy and procedure, disciplinary action policy and procedure, and the National Labor Relations Board. (Var.) 3(3-0)

POS 202 Postal Service Finance: This course covers auxiliary functions such as office, accounting, administrative, warehousing, and distribution services. Planning of revenues and facilities and the control of operations are emphasized. (Var.) 3(3-0)

POS 203 Postal Employee Services: This course examines the operation and functions of the Postal Service Personnel office in detail. Policies relative to selection, placement, training, and promotion of employees are reviewed. Salary and wage schedules, insurance and retirement benefits, the awards program, and safety and health policies and procedures are also studied. (Var.) 3(3-0)

POS 205 Postal Delivery and Collection: This course focuses on the problems in collecting mail from diverse points and delivering it to collection centers for processing and further delivery to multiple, diverse recipients. The organizational structure and the physical facility of a metropolitan postal system are analyzed. Policies regarding all aspects of collection and distribution are reviewed. (Var.) 3(3-0)

POS 206 Postal Customer Services: This course reviews all services provided to postal customers including non-postal services and training in customer relations and retail marketing techniques. (Var.) 3(3-0)

POS 208 Postal Problems Analysis: In this course, situation, problem, decision, consequence, and solution analyses are applied to Postal Service problems. The course explores problems related to personnel selection and evaluation, job classifications, communication, automation, and costs. (Var.) 3(3-0)

PRACTICAL NURSE EDUCATION

PNE 1514 Fundamentals of Nursing: This course focuses on fundamentals of nursing procedures based on scientific principles. Emphasis is on the historical as well as the legal aspects of nursing. (F) 8(6-4-0)

PNE 1516 Clinical Practice I: This course is designed to provide the student with an introduction to the clinical setting and to allow the student to perform simple nursing procedures under the supervision of the nursing instructors. (F) 0(0-0-2)

PNE 1520 Medical/Surgical Nursing I: This course is an introduction to total care of the adult patient, which includes understanding of basic human needs and the nursing process. Physiologic aspects of adult patient care introduce a brief study of Microbiology. Fluids and electrolyte balances and imbalances are discussed in relation to medical-surgical problems resulting from interruption of homeostasis. A complete study of pre-operative and post-operative care including anesthesia will be covered. A study of patients with general and specific nursing care problems in nosocomial infections, cancer, and diseases and disorders of the respiratory system including communicable diseases is also covered. (W) 5(4-2-0)

PNE 1521 Maternity Nursing: This course provides opportunities for the student to learn the nursing care of the maternity patient during the entire maternity cycle, introduces the concept of maternal and family health and the importance of family relationships during the maternity cycle, and assists the student in recognizing the normal and abnormal aspects of pregnancy and birth. The student is exposed to the nursing care of the newborn. Laboratory experience is provided in the clinical setting. (W) 4(4-0-0)

PNE 1522 Pediatrics: This course introduces the student to the growth and development of the normal child, the principles of the care of children, behavioral patterns of children in illness, and both medical and surgical conditions and diseases of patients of various ages. (W) 4(4-0-0)

PNE 1524 Clinical Practice II: This course provides clinical practice of nursing skills, treatment of selected patients in medical and surgical conditions in the clinical facility, and nursing care of the maternity patient and newborn infant. (W) 6(0-0-18)

PNE 1530 Medical/Surgical Nursing II: This is a complete study of patients with general and specific nursing care problems in diseases and disorders of the cardio-vascular, gastrointestinal, urinary, and reproductive systems including cause, treatment, prevention, and communicable diseases of these systems. (S) 4(4-0-0)

PNE 1533 Clinical Practice III: This course continues the study of patients of all ages in medical/surgical conditions, nursing care of children in health and diseases of all ages, and nursing care of the maternity patient and the newborn. The study of long-term illness and the administration of medications is also included. (S) 6(0-0-18)

PNE 1535 Mental Health Concepts: This course is designed to teach the fundamentals of good mental health and provide exposure to the textbook picture of common psychiatric disorders. Personality structure and development are reviewed. Communication skills and therapeutic relationships are emphasized. (S) 3(3-0-0)

PNE 1540 Medical/Surgical Nursing III: This is a complete study of patients with general and specific nursing care problems with diseases and disorders of the endocrine system, nervous system, the eye and ear, skin and musculo-skeletal system including allergic conditions and communicable diseases of these systems. (SS) 4(4-0-0)

PNE 1541 Issues/Trends: This course re-emphasizes legal roles of Practical Nursing and prepares the student for graduation and for employment as a Licensed Practical Nurse. The role of continuing education whether voluntary or mandatory is discussed. The course introduces the student to disaster nursing and the legal role of giving first aid. Certification in CardioPulmonary Resuscitation is included. (SS) 3(3-0-0)

PNE 1542 Long-Term Illness: This course is designed to teach the student various aspects of a long-term illness. Specific diseases common to long-term illness and nursing care are covered. The student is introduced to the physical and emotional processes of death and dying. The geriatric population and special geriatric needs are discussed. The concepts of prevention and rehabilitation are also developed throughout the course. (SS) 3(3-0-0)

PNE 1543 Clinical Practice IV: This course introduces the advanced arts and skills of caring for patients of all ages and total patient care of specific diseases. Practice continues in maternity nursing, newborn nursery, pediatrics, special areas, and administration of medications. (SS) 7(0-0-21)

PSYCHOLOGY

D-PSY 100 Applied Psychology:** As education changes to keep pace with technology and social development, so must the student adapt and acquire the skills needed for academic and life-long success. This course utilizes the theories of educational psychology and emphasizes the study of personality, particularly as it relates to one's goals, ideals, and self-concept. (F,W,S,SS) 3(3-0)

**D-PSY 100 may *not* be substituted for a social science or humanities elective in any of the AAS degree programs.

PSY 201 General Psychology I: This course emphasizes psychology as a science of behavior; man as a biological organism in a social world; man as a motivated person with attitudes, emotions, needs, and desires; and man as a thinking, imagining, reasoning, and learning person. (F,W,S,SS) 3(3-0)

PSY 202 General Psychology II: This course continues the study of behavior with emphasis on various theories of personality development and how they relate to adjustive behavior. Prerequisite: PSY 201 or permission of instructor. (W, S, SS) 3(3-0)

PSY 231 Child Growth and Development: This course introduces the principles of growth and the development of the child, beginning with prenatal factors. Biological, emotional, social, and intellectual aspects are examined. Prerequisite: PSY 201. (S) 3(3-0)

PSY 1060 Industrial, Community, and Personal Relations: This course provides a study to promote a clear understanding of the basic principles of human psychology, particularly as applied to the personal relations involved in successfully holding and performing a job in modern industry. (S) 2(2-0-0)

READING

RED 91 Fundamentals of Reading: This course is designed to strengthen the student's basic reading skills including word attack, word recognition, and comprehension. Vocabulary building and listening skills are also emphasized. The course utilizes whole class and individual instruction methods and is designed to be a one-quarter course; although, upon recommendation, a student may continue into a second quarter. Graded on a pass/repeat basis. (F,W,S,SS) 5*(5-0)

*Denotes preparatory credit (non-transferable).

D-RED 100 Advanced Reading: This course is designed to refine the student's existing skills in reading which are necessary for competent and efficient work in college-level courses. Areas emphasized are reading mechanics and theories, critical reading skills, comprehension, developing speed and flexibility, vocabulary development and expansion, and study skills. (F,W,S,SS) 3(3-1)

SOCIOLOGY

SOC 100 Introduction to Social Work: This course is a beginning study of the profession of social work with emphasis on the purpose and settings where social work is practiced as well as an exploration of career possibilities. (Var.) 3(3-0)

SOC 201 Introduction to Sociology I: This course introduces the essential concepts and principles of sociology including an analysis of the structure and function of society and culture, personality, socialization, role, status, social control and deviation, social groups, institutions, and the family. (F,Var.) 3(3-0)

SOC 202 Introduction to Sociology II: This course continues the study of social organizations and includes the processes of social interaction, concepts of human ecology, social and cultural change, and social movements. Prerequisite: SOC 201 or permission of instructor. (W,Var.) 3(3-0)

SOC 203 Introduction to Social Welfare: This pre-professional course is designed to introduce the broader system of social welfare services and institutions. Concepts of human services and service delivery are introduced. (Var.) 3(3-0)

SOC 204 Fundamentals of Interviewing: This course introduces the interview as a basic tool in social welfare practice. Consideration is given to understanding the interviewee, understanding oneself as the interviewer, implications of cultural background for the interview, basic attitudes in interviewing, and methods and skills in interviewing. (Var.) 3(3-0)

SOC 206 Marriage and the Family: This course analyzes sexuality, sex roles, courtship, mate selection, procreation; traces and analyzes developing forms and functions of family relationships; and studies the effects of contemporary social changes in family life.
(S) 3(3-0)

SPANISH

SPA 101 Elementary Spanish I: This course introduces the basics of Spanish pronunciation, grammar, and civilization. Emphasis is on developing the skills of speaking, reading, writing and comprehending the language. Topics include present tense verbs, cardinal numbers, weather, dates, and the correct usage of pronouns and adjectives. No previous study of Spanish is required. (F) 3(3-1)

SPA 102 Elementary Spanish II: This course is a continuation of SPA 101. Topics include object pronouns, commands, and the perfect and imperfect tenses. Prerequisite: SPA 101 or equivalent. (W) 3(3-1)

SPA 103 Elementary Spanish III: This course is a continuation of SPA 102. Topics include reflexive verbs; the formation of present and past participles; and the future, conditional, present subjunctive, and perfect tenses. Prerequisite: SPA 102 or equivalent. (S) 3(3-1)

SPA 151 Intermediate Spanish I: This course reviews and expands elementary grammar concepts. Emphasis is on developing an increased vocabulary through building reading, writing, speaking, and comprehension skills. The course also furthers understanding of Spanish culture through literary works and conversations. Prerequisite: Two years of high school Spanish, SPA 101-103 or equivalent. (F) 3(3-1)

SPA 152 Intermediate Spanish II: This course is a continuation of SPA 151. Topics include a study of the subjunctive and its four verb tenses and a study of the uses of simple and compound prepositions. Excerpts from *Don Quixote* are read. Prerequisite: SPA 151 or equivalent. (W) 3(3-1)

SPA 153 Intermediate Spanish III: This course is a continuation of SPA 152. Topics include a study of adjectives and adverbs, the passive voice, and Spanish idiomatic expressions. An oral presentation is given. Prerequisite: SPA 152 or equivalent. (S) 3(3-1)

SPA 200 Selected Readings In Spanish: This is a course for those able to read Spanish literature. Selections of short stories and drama are used and literary interpretations are included. Prerequisite: Three years of high school Spanish or the completion of SPA 153. (Var.) 3(3-0)

SPEECH

SPH 101 Oral Interpretation: This course reviews vocal and auditory mechanisms and exercises in phrasing, projection, pitch, and rate. Emphasis is on vocal variety through the oral interpretation of non-dramatic literature. (F,W,S,SS) 3(3-0)

SPH 102 Voice and Diction: This course emphasizes the separate sounds of speech through the study of the manner and placement of the articulators as each of the forty-five American English phonemes are formed. The course also focuses on standard general American and regional pronunciation.
(F,W,S,SS) 3(3-0)

SPH 103 Introduction to Phonetics: This course is a study of the International Phonetic Alphabet as used in standard general American and regional speech. Note: This course does not normally satisfy a humanities requirement for graduation. (S,SS) 3(3-0)

SPH 201 Public Speaking: This course requires speech preparation and delivery and provides practical training in presentation of short speeches.
(F,W,S,SS) 3(3-0)

TECHNOLOGY

TEC 201 Technical Report Writing I: This course introduces fundamentals of technical writing. Exercises in developing skills, techniques, graphic devices, and writing business correspondence are completed by the student. Prerequisites: ENG 101 and ENG 102.
(W) 2(2-0)

TEC 202 Technical Report Writing II: In this course, the student studies reports and proposals. Exercises in writing special elements of reports are completed by the student. Practical application in the preparation of a full-length technical report is required of each student at the end of the term. Prerequisite: TEC 201. (S) 2(2-0)

WELDING

WLD 1101 Basic Gas Welding: This course is designed to teach the air conditioning and refrigeration student basic elements of gas welding. Emphasis is on light welding, brazing, silver soldering, and soft soldering. Shop safety is stressed. (S) 1(0-0-3)

WLD 1401 Basic Welding: This course is designed to acquaint automotive mechanics and machinist trade students with basic welding principles and techniques. Topics include welding shop safety, equipment, gas welding and brazing, oxygen-acetylene cutting, and arc welding. (Var.) 3(2-0-3)

A GLOSSARY OF COA TERMS

Academic Calendar: Appears in the first few pages of the current catalog. Gives important dates for each quarter. For example, last day to drop without penalty, holidays, graduation, etc.

Admission: Fulfilling all entrance requirements by completing your admissions file — application, high school transcript or GED score, and all other college transcripts — before you sign up for classes.

Advisor: The instructor or counselor to whom you are assigned to help you register for the correct classes. A primary source of information and help. All drop/adds and withdrawals are initiated with your advisor.

Application to graduate: A form which all students must complete with their advisor six months before they plan to graduate.

Audit: Provides you with a chance to try a course without flunking it. No grade or credit is awarded, and exams are not usually required. Attendance is necessary. Must be declared at the time of registration.

Catalog: The main publication of COA. Contains all policies, procedures, as well as academic and financial information. Sometimes called, "the book." Your contact with COA that you need to read and understand.

Change of Program: Changing from one degree or diploma program to another; for example, from liberal arts college transfer to business administration technology. In some program changes, your grade point average may change for graduation purposes.

CLEP (College Level Examination Program): One type proficiency exam which students can take to earn college credit for extensive knowledge.

College transfer: One of four major instructional divisions. Implies the first two years of a four-year bachelor's degree.

Counselor: Not like a principal or psychiatrist but a professional with whom you can talk in confidence about any type problem. There are several at COA.

Cooperative education: Combining classroom instruction with a part-time job related to your area of study.

Credit hour: A unit of academic credit. Students must earn a certain number of credits (depending on the program) to graduate. Usually the number of credit hours for a course indicates the number of hours per week you will be in that specific class.

Curriculum code: A "C," "T," "V," or "G" (which respectively stands for college transfer, technical, vocational, or general/special credit) followed by three numbers as in C011, T018, V032, and G030. Refers to one's program of study.

CWSP: College Work-Study Program — One of several sources of financial aid for students.

Dean: There are three at COA. The Dean of Instruction is responsible for all academic programs. The Dean of Administrative Services handles all business office, food services, and buildings and grounds responsibilities. The Dean of Student Development is responsible for a wide range of student related services from admissions through graduation including counseling and student activities.

Department number/Course number/Section number: Best explained by example:

*[1]Dept.	*[2]Course No.	*[3]Section	*[4]Course Title
BIO	101	5	General Biology I
DFT	206	1	Design Drafting
AUT	1110	2	Auto Electrical System

*[1]The department reference found in the course description section of the catalog is always three or four capital letters.
*[2]Course numbers are always two, three, or four digits.
*[3]Section numbers appear on class schedules since courses are usually offered more than once each quarter. When you register, a section number must be entered on your class schedule.

Drop/add: If you have signed up for a course you do not need or if that class is cancelled, you must complete a Registration Change Notice with your advisor. Same applies if you need to add a course.

Divisions: Three instructional divisions each headed by an associate dean. These include college transfer, occupational, and adult or continuing education.

Elective: A course which is accepted toward fulfillment of credit for a degree but is not necessarily required for that degree, so termed because you "elect" or choose to take the course.

G.E.D.: General Educational Development. A nationally recognized high school equivalency diploma awarded for successfully completing the GED test.

G.P.A.: Grade point average. Obtained by dividing the total number of points assigned to the letter grades you have earned by the total number of credit hours you have attempted in a given period. Same as quality point average.

"I" grade: A deficiency in the quantity of work accomplished. Given only when circumstances do not justify giving a specific grade. Must be removed by the end of the quarter following the one in which the incomplete (I) was received, regardless of whether or not the student is officially enrolled (includes Summer Quarter). If not removed within this time, the Incomplete (I) becomes a Failure (F).

ID Card: The card you receive when you pay your tuition and fees at each registration period. It identifies you as an activity paying student and allows you free admission to most COA events.

Intramurals: Organized athletic events and teams of COA students and sometimes staff. Lots of fun. Join them.

LRC: The Learning Resources Center. More commonly known as the library.

Major: The academic area in which you specialize. It is the same as curriculum and program of study.

Pell (Pell Grant): Formerly the Basic Education Grant which is available for certain income level students.

Perkins Loan (formerly NDSL): Used to be called National Defense Student Loan. A source of borrowing money for college. Must be repaid by the student.

Placement test: A 2 1/2 hour exam on reading, math, and English required of most curriculum students. Used primarily for course-level placement.

Prerequisite: A course which must be completed before you can register for a more demanding or higher level course.

Proficiency exams: Taken to earn college credit for subjects in which you already have extensive knowledge.

Quarter: A year at COA is divided into four quarters of 11 weeks each. These are known as Fall, Winter, Spring and Summer Quarters.

Registration: The period before each quarter begins when you sign up for your courses and pay fees. Not to be confused with "admission." You must register each quarter.

SAR: Student Aid Report. A report from the U. S. Department of Education which notifies students of their eligibility for financial aid.

Sequence: A continuous series of courses to be taken in a specific order.

Student Senate: The student governing body which uses the student activity fees to plan activities and special events during the year.

Technical: Implies a two-year, normally-terminal, career-oriented degree program. Mechanical Drafting and Design Technology and General Office Technology are examples.

Used Bookstore: Operated on the main campus by the Nu Nu Chapter of Phi Theta Kappa, National honor fraternity. Its purpose is to provide a used bookstore for students. Used books may be bought and left on consignment for resale.

Vocational: Refers usually to one-year trade programs at COA. A diploma is awarded upon the completion of a vocational trade such as automotive mechanics, practical nursing, and cosmetology.

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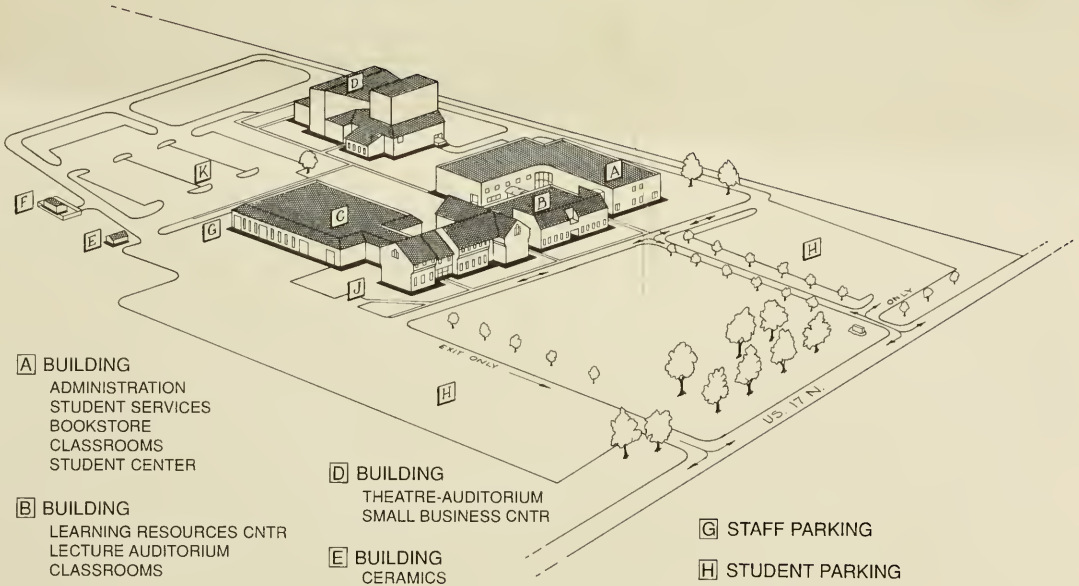

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CLASSROOMS

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SHOPS-LABS
CLASSROOMS

D BUILDING
THEATRE-AUDITORIUM
SMALL BUSINESS CNTR

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